COLLECT Module

(Interfaced with JIS Circuit System)

Reference Manual

September 2018
Version 18.xx

7657 King's Pointe Road
Toledo, OH 43617
(419) 535-2900
(419) 535-2901 fax
www.dmctechgroup.com

Table of Contents

CIRCUIT COLLECT SYSTEM 7

CIRCUIT COLLECTIONS MAIN MENU: 8

MAINTENANCE: 1. COLLECTIONS / PAYMENT PLAN 10

Option 2=Payment Plan 13
F6=Add Case 18
F7=Payment Schedule 19
F7=Payment Schedule – Example 20
Payment Coupon – Example 22
Option 3=Case Notes 23
F5=View Cases 26
F6=Add Notes 27
Option 5=Request Tax Garnishment 29
Option 6=Print Notification Letter 30
Option 7=Display ROA 36
Option 8=Wage Assignment / Employer Data 37
Employer Data Maintenance / Selection 40
Option 8=Wage Assignment Change/Reissue/Print Summary 41
Wage Assignment Example Form 42
Summary for Employer Report Example 43
Option 9=Print Wage Cancellation 44
Wage Cancellation Example Form 47
Option A=Address History 48
Option C=Change Status 49
Option D=Deceased 50
Option E=Event / Payment Inquiry 51
F10=Print - Example 52
Option G=Demographic Info 53
Option H=Pay Plan History 54
F10=Print – Example Report 55
Option I=Payment Inquiry 56
Standard Mode 56
Option I=Payment Inquiry 58
Current Mode 58
F9 = All Payments 61
Option L=Modification Log (If DNT Enabled) 63
Option M=Send Phone Message (If DNT Enabled) 64
Option 1 – Notifcation Message Selection 65
Option N=SSN 67
Option P=Print ROA 68
Option R=Reset Statement Number 69
Option S=Stop Code/Start 70
Option T=Contact Info / Enroll (If DNT Enabled) 72
Option W=Wage Assignment Payment 74
F10=Print Report (Example) 75
Option X=Excuse Payment 76
Modify / Extend Payment Date 77

F9=Wage Cancellation 78

MAINTENANCE: 2. CASE ADDRESS SYNCHRONIZATION 79

MAINTENANCE: 3. NAME SYNCHRONIZATION 86

STATEMENTS: 4. STATEMENT PRINT 87

Statement/Mailer - Sample Form: 93
Notification Letter - Sample Form: 94
Trial Report - Example: 95
Mailer Exception Report - Example: 96

STATEMENTS: 5. WARRANT STATEMENT PRINT 97

STATEMENTS: 6. COLLECTION AGENCY EXTRACT 98

STATEMENTS: 7. STATEMENT REPRINT 99

MENUS: 8. REPORTING 108

Reports: 1. Balance Due 109
Balance Due Report Example: 111
Reports: 2. Show Cause Hearing 112
Show Cause Hearing Report Example: 114
Direct Scheduling into the JIS system 115
Reports: 3. Payment Plan Partial Payment 120
Report Example 121
Reports: 4. Payment Plan Expiration 122
Report Example 123
Reports: 5. Money Collected 124
Report Example based on Payments 127
Report Example based on Statements 128
Reports: 6. Money Collected by Event 129
Report Example 131
Reports: 7. Statements Sent 132
Statements Sent Report Example: 134
Reports: 8. Event Sent 135
Report Example – Detail by Date 137
Reports: 9. Never Received a Statement 138
Never Received a Statement Report Example: 140
Reports: 10. Wage Assignment 141
Wage Assignment Report Example: 143
Reports: 11. Address Stop 144
Report Example – All Cases 146
Reports: 12. Stop Code 147
Report Example 149
Reports: 13. Incomplete Address 150
Report Example 151
Reports: 14. 3rd Party Collection Payment 152
Report Example 153
Reports: 15. Incarceration Release Date 154

Report Example 156
Reports: 16. Deceased Defendant 157
Report Example 158
Reports: 17. Payment Plan Past Due 159
Report Example 160

MENUS: 9. DATABASE / MISCELLANEOUS 161

Misc Maintenance: 1. Statement / Notification Letter Text 162
Misc Maintenance: 2. Prison / Jail Code 167
Misc Maintenance: 3. Name Synchronization 169
Misc Maintenance: 4. Track Returned Statements 170
Manual Action 171
Misc Maintenance: 5. Employer Maintenance 172
Clean-Up: 6. Re-Organize Circuit Collect Database Files 174
Database: 7. Backup Circuit Collect System to Tape 175

MENUS: 10. TAX GARNISHMENT PROCESSING 176

Test File: TF. Create Test File (Required if submitting data file) 177
Report Example 178
Net Server menu: NS. NETS Menu to Configure "Share" to Data File 179
Clean Up: DS. Delete Spooled Files for Tax Garnishments 180
Forms: 1. Writ of Tax Garnishment 181
F6=Print All 184
F7=Print All & Create Data File 185
Forms: 1. Writ of Tax Garnishment – Part 1 Example 186
Forms: 1. Writ of Tax Garnishment – Part 2 Example 187
Forms: 1i. Instructions for Defendant 188
Instructions for Defendant form - Example 189
Forms: 2. Proof of Service 190
Option 5. Display 191
Option 6. Print or F6=Print All 192
F6=Print All 193
Forms: 2. Proof of Service – Example 194
Inquiry - Form: 3. Tax Garnishment History – Release 195
Option 5=Display 196
Option 6=Print Release 197
Option 6=Print Release – Part 1 Example 198
Option 6=Print Release – Part 2 Example 199
Option D=Disclosure 200
Option G=Reprint Tax Garn 201
F6=Print Report - Example 202
Inquiry - Form: 4. Tax Garnishment Archive – Release 203
Option 5=Display 204
Option 6=Print Release 205
Option 6=Print Release – Part 1 Example 206
Option 6=Print Release – Part 2 Example 207
F6=Print Report 208
F6=Print Report - Example 209
Yearly Reset: 5. Tax Garnishment File Reset – Archive 210
Yearly Reset: 6. Tax Garnishment Regenerate from Archive 211
Yearly Reset: 7. Potential Tax Garnishment Cases Report 213

Report Example 215
Direct Selection with Results 216

MENUS: 11. COLLECTION AGENCY NEW CASE PROCESSING 222

Extract: 1. New Case Extraction 223
Report Example 224
Status/Print: 2. New Case 225
6=Print Notice 227
Update: 3. Add Aged Cases to Collection Agency File 228

MENUS: 12. DEFENDANT NOTIFICATION & TRACKING (IF ENABLED) 229

Maintenance: 1. Defendant Phone Number / Enrollment 230
Option 2=Edit - Enrollment Information 231
Send Authorization Text Message 233
Option 5=Modification Log 236
Notify: 3. Defendants On-Demand 237
Option 1=Select 238
Confirm: 6. Manually Run Delivery Confirmation Process 240
History: 8. Notification Inquiry 241
Option 1=Select 242
F7=All Notifications 245
Reporting: 10. Notification Sent Report 246
Sample Report 247
Reporting: 11. Notification Delivery Status Report 248
Sample Report 249

SYSTEM: 80. CUSTOMIZATION 250

Changing the System Customization Password. 250
Customization: 1. System Tailoring 255
Maintenance Customization 255
Maintenance Customization – Screen 2 258
Payment Plan Customization 260
Reporting Customization 263
Reporting Customization – Screen 2 266
Reporting Customization – Screen 3 268
State Form Customization 271
Miscellaneous Customization 276
Customization: 2. Standard Statement Logic Tailoring 277
Customization: 3. Warrant Statement Logic Tailoring 284
Customization: 4. Collect Agency Extract Logic Tailoring 285
Customization: 5. Collection Agency New Case Processing 286
Customization: 6. Tax Garnishment 288
1. Tax Garn, Proof, Release, and Regenerate 289
2. Default Plaintiff and Attorney 294
3. Court Address 295
4. Signature and Placement 296
Customization: 7. Defendant Notification & Tracking Menu (If Enabled) 298
Maintenance: 1. Notification Message 299
Maintenance: 2. Pay Plan Notification Nightly Batch Process 308
Maintenance: 3. Notification Authorization Form 310
Notification: 6. Manually Run Pay Plan Nightly Batch Process 313

Customization: 20. System Features 314
Customization: 21. System Values 316
System: 10. Initial Setup Menu 317
Maintenance: 1. Software Security Id 318
Maintenance: 2. Postcard Court Address 319
Maintenance: 3. Notification Letter Heading 320
Maintenance: 4. Wage Assignment Court Heading 321
Maintenance: 5. Coupon Book "Make Payments To" 322
Maintenance: 6. Payment Schedule Customization 323
Maintenance: 7. Holiday Entry 324
Maintenance: 8. Cash Codes to Ignore 325
Maintenance: 30. All of the Above 326
Maintenance: 20. Stop Code 327

Circuit 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.

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.

Circuit Collections Main Menu:

```
C0725DMC                Circuit COLLECT System Main Menu      8/22/18  09:01:41
Select one of the following:                                 County: 25

 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.  ===>                                Ver: 18.00

F3=Exit   F6=Msgs   F7=Spool Files   F8=Sbm Jobs   F10=Chg County   F12=Cancel
```

Option 12 will only appear if the DNT feature is enabled.

The Circuit Collect System Main menu will be displayed to the user when the command **CCOL** is keyed in on a command line. If JIS has created a special menu for your use, we can work with JIS to add an option for the Circuit Collect System Main 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 Circuit Collect system for use in their court. **You will want to execute this option to customize the system prior to initial execution.**

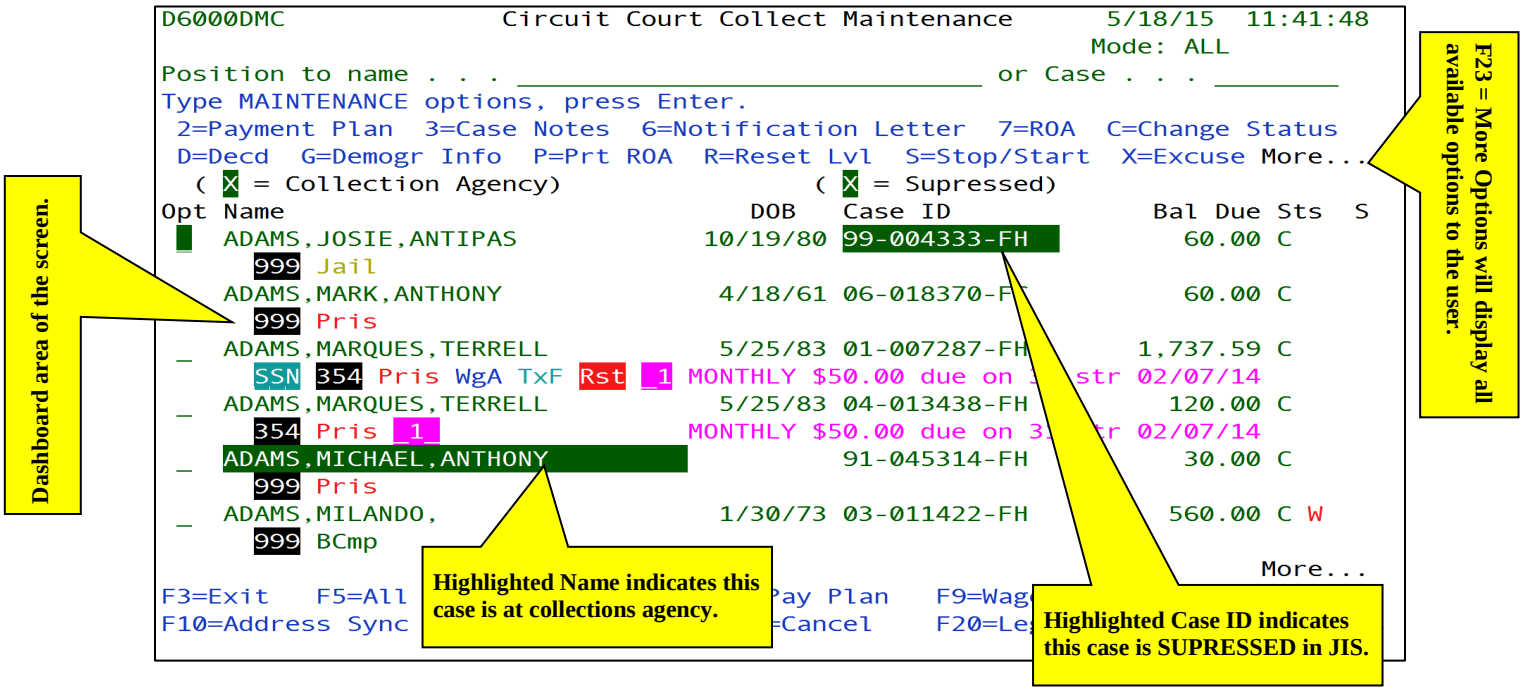
****NOTE**** – The screen design for option 80. Customization is defined at the end of the document in the "Customization" section.

Circuit Collections Main Menu:

Screen function keys are as follows:

F3=Exit	Exit Collections system 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.
F10=Chg County	This key will allow the users at multiple county courts to change their county ID without using different user IDs. The current county ID you are logged into is displayed in the upper right corner of this screen. This is the only screen the county ID is displayed on, so the users should be aware of the county ID they are logged into when using this feature.
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



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 terminations, inquire on payment plan payments, change an individual's incarceration status, and stop or start a case from the statement process from a work-list of individuals with a JIS case status of "DEFERRED", "OPEN", or "CLOSED" and case types of "FC", "FH", or "FJ". Note - Other case types can be included. (Contact DMC Technology for the database modification.)

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

By using the function keys, the user may subset the cases in the work-list. 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 work-list. 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.
- BCmp – Defendant in Boot Camp
- Decd – Defendant is Deceased
- 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
- Jail – Defendant is in Jail.
- Nts – Any case that has Case Notes entered.
- NSF – The court received a Non-Sufficient Funds check from the Defendant.
- Pris – Defendant is in Prison
- 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.
- 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.

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 3 separate panels to display all of the available options. Each panel can be displayed in a round-robin fashion with F23=More Options key.

Maintenance options:

```
Type MAINTENANCE options, press Enter.
 2=Payment Plan  3=Case Notes  6=Notification Letter  7=ROA  C=Change Status
 D=Decd  G=Demogr  N=SSN  P=PrtROA  R=ResetLvl  S=Stop/Start  X=Excuse More...
```

Forms options:

```
Type FORMS options, press Enter.
 5=Tax Garnishment   8=Wage Assignment/Employer Data   9=Wage Cancellation
                                                                   More...
```

Maintenance: 1. Collections / Payment Plan

Inquiry options:

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

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

Screen function keys are as follows:

F3=Exit	Return to previous display (Collections System Main Menu).
F5=All	Displays all Payment Plan and Non-Payment Plan cases.
F6=No Pay Plan	Displays only Non-Payment Plan cases.
F7=Pay Plan	Displays only Payment Plan cases.
F9=Wage Term	Allows the user to print wage terminations for closed cases with a wage assignment that has been paid in full (see below for further detail).
F10=Address Sync	This key is a short cut to the Case Address Synchronization program (option 2 from the Collections System Main Menu).
F11=Pay Plan History	Allows the user to search for individuals that may have had a prior payment plan.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
F20=Legend	Displays the legend window.
F23=More Options	Toggles the available options.

Maintenance: 1. Collections / Payment Plan

Option 2=Payment Plan

```
D0800DMC                Payment Plan Verification                5/30/07  15:38:50

Type options, press Enter.
 4=Remove from Group   5=Case Inquiry
                                          Date of
Opt  Name                                  Birth    Case          Party  Amount Due
 _   ADAMS,QUOMEINI,RAJAI                11/29/1980 03-011690-FH                65.00
 _   ADAMS,QUOMEINI,RAJAI                11/29/1980 05-015752-FH             1,482.00

                                                                                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 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 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 set up 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

```
D6000DMC                    Payment Plan Maintenance          5/18/15   14:13:11

Type choice, press Enter.

Name . . . . . . . . . : ADAMS,QUOMEINI,RAJAI
Current Address  . . . : 3218 RASKOB RD

                         FLINT, MI  48504
Date of Birth  . . . . : 11/29/80

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 . . . _1 _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.
```

A highlighted address indicates different addresses on file for cases selected.

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.

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 is required and will have its value defaulted from customization. Valid payment plan durations are from 1 month to 10 years.
- 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.

Table of Contents

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

A highlighted address indicates different addresses on file for cases selected. Press F8=Addr Sync to update.

```
D6000DMC                MONTHLY Payment Plan Maintenance      5/18/1
Type information,    Name: ADAMS,QUOMEINI,RAJAI  DOB: 11/29/80
  press Enter.    Address: 3218 RASKOB RD
                           FLINT, MI  48504
Personal information:                                Total P-P Amt:      1,547.00
| Date of Agreement  . . . 5/18/15    (MM/DD/YY) P-P Balance Due:      1,547.00
| First Payment Due  . . . 5/18/15    (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 . .   5/18/15  (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), O=Only selected)
Selected cases for payment plan:
    Case ID       Amount Due  Status    Case ID       Amount Due  Status
    03-011690-FH        65.00  C        05-015752-FH     1,482.00  C



                                                                      Bottom
F3=Exit          F5=Calc Payment   F6=Add Cases    F7=Pay Sched   F8=Addr Sync
F10=Rmv Cases    F12=Cancel        F13=Addr Hist   F14=Chg Dur    F16=Delete P-P
F20=Re-Amort     F22=P-P Inquiry
WARNING:  Different address detected on selected cases, press F8 to correct.
```

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, 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, the plan will be re-amortized from the current date. 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.
- 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.

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

- 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 an “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 of 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. Any cases added or removed will force the system to re-amortize the payment plan from the current date.
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.
F10=Remove Case	Will allow the user to remove cases from the payment plan. Any cases added or removed will force the system to re-amortize the payment plan from the current date.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.
F14=Chg Duration F14=Chg End Date	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.

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

F16=Delete	Deletes the record from the payment plan files. F16 will need to be pressed twice for confirmation of the delete. This DOES NOT delete the case, only the payment plan information.

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

```
D6000DMC                MONTHLY Payment Plan Maintenance      5/18/15  14:18:52
Type information,    Name: ADAMS,QUOMEINI,RAJAI  DOB: 11/29/80
  press Enter.    Address: 3218 RASKOB
                           FLINT, MI  48504
Personal information:                                Total P-P Amt:        65.00
| Date of Agreement  . . .  5/18/15          Add Cases to Pay Plan                0
| First Payment Due  . . .  5/18/15          Type 1=Select, press Enter.
|   Amount . . . . . . . .        .00        Opt Case ID      Amount Due  Stat
| Payments Due on the  . . __ day of th        05-015752-FH     1,482.00 C
|   Payment Start Date . .   5/18/15
|   Payment Amount . . . .        .00
| Payment Verification . . F
| Case ROA Update  . . . . A
Selected cases for payment plan:
    Case ID        Amount Due  Status
    03-011690-FH        65.00  C

                                                                  Bottom
F3=Exit          F5=Calc Payment   F6=Ad   F3=Exit   F12=Cancel
F10=Rmv Cases    F12=Cancel        F13=A                                        P
F20=Re-Amort     F22=P-P Inquiry
```

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 of the cases for the payment plan name / date of birth combination currently not on the payment plan and has 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 Schedule and returns the user to the Collections Maintenance screen.
F12=Cancel	Returns the user to the Payment Plan Maintenance screen.

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

```
C0725DMC                        Payment Schedule              8/23/18  07:50:27
View information, press Enter.
Name: ADKISON,JOHN,GEORGE                     Date of Agreement:  8/23/18
      623 VERMILYA                            First Payment Due:  8/31/18
                                                 Amount  . . . :      50.00
      FLINT, MI  48507                        MONTHLY Payment Plan
 DOB:  4/23/72                                   Payment Amount:      50.00
Total Pay Plan Amount:       820.38

 Cases on      ||  Pay                                      Payment    Balance
 Pay Plan      ||   #    Payment Due Date                   Amount       Due
 02-010221-FC  ||    1   Friday    - August 31, 2018         50.00       770.38
 02-010223-FC  ||    2   Friday    - September 28, 2018      50.00       720.38
               ||    3   Wednesday - October 31, 2018        50.00       670.38
               ||    4   Friday    - November 30, 2018       50.00       620.38
               ||    5   Monday    - December 31, 2018       50.00       570.38
               ||    6   Thursday  - January 31, 2019        50.00       520.38
               ||    7   Thursday  - February 28, 2019       50.00       470.38
               ||    8*  Monday    - April 1, 2019           50.00       420.38
               ||    9   Tuesday   - April 30, 2019          50.00       370.38
               ||   10   Friday    - May 31, 2019            50.00       320.38
                                                                         More...
F3=Exit   F10=Print Schedule/Coupons   F11=PDF  F12=Cancel (*,! Date adjusted)
```

The Payment Schedule screen displays to the user the breakdown of when payments are due, how much is due, and when the total fine will be paid off. This screen shows all of the cases that are currently on a payment plan for the individual selected. The payment due dates will be adjusted for holidays and weekends based on the information entered in option 8. Payment Schedule Customization and option 9. Holiday Entry from option 80. Customization Menu.

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 and returns the user to the Collections Maintenance screen. This function is only valid on active payment plans and can be used to re-print the payment schedule and/or coupons.
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: **CxxxxPDF** 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 – Example

PAYMENT SCHEDULE

Genesee County Circuit Court
Reimbursement Office
900 S. Saginaw St
Flint, MI 48502
(810)257-2711
8:00a.m. to 4:00p.m.

Defendant

ADKISON,JOHN,GEORGE
623 VERMILYA

FLINT, MI 48507

Defendant Date of Birth: *4/23/72*
Total Pay Plan Amount: *820.38*
Date of Agreement: *8/23/18*
First Payment Due: *8/31/18*
Amount: *50.00*
MONTHLY Payment Plan
Payment Amount: *50.00*

ATTENTION

You may pay by cash, check or credit card and online at 7thcircuitcourt.com You must execute a wage assignment to pay if you are employed & miss 2 regularly scheduled payments.

CASE ID	PAY#	DUE DATE	PAY AMT	BALANCE
02-010221-FC	1	Friday - August 31, 2018	50.00	770.38
02-010223-FC	2	Friday - September 28, 2018	50.00	720.38
	3	Wednesday - October 31, 2018	50.00	670.38
	4	Friday - November 30, 2018	50.00	620.38
	5	Monday - December 31, 2018	50.00	570.38
	6	Thursday - January 31, 2019	50.00	520.38
	7	Thursday - February 28, 2019	50.00	470.38
	8*	Monday - April 1, 2019	50.00	420.38
	9	Tuesday - April 30, 2019	50.00	370.38
	10	Friday - May 31, 2019	50.00	320.38
	11*	Monday - July 1, 2019	50.00	270.38
	12	Wednesday - July 31, 2019	50.00	220.38
	13*	Monday - September 2, 2019	50.00	170.38
	14	Monday - September 30, 2019	50.00	120.38
	15	Thursday - October 31, 2019	50.00	70.38
	16*	Monday - December 2, 2019	50.00	20.38
	17	Tuesday - December 31, 2019	20.38	.00

X _____ Defendant

_____ Approved by

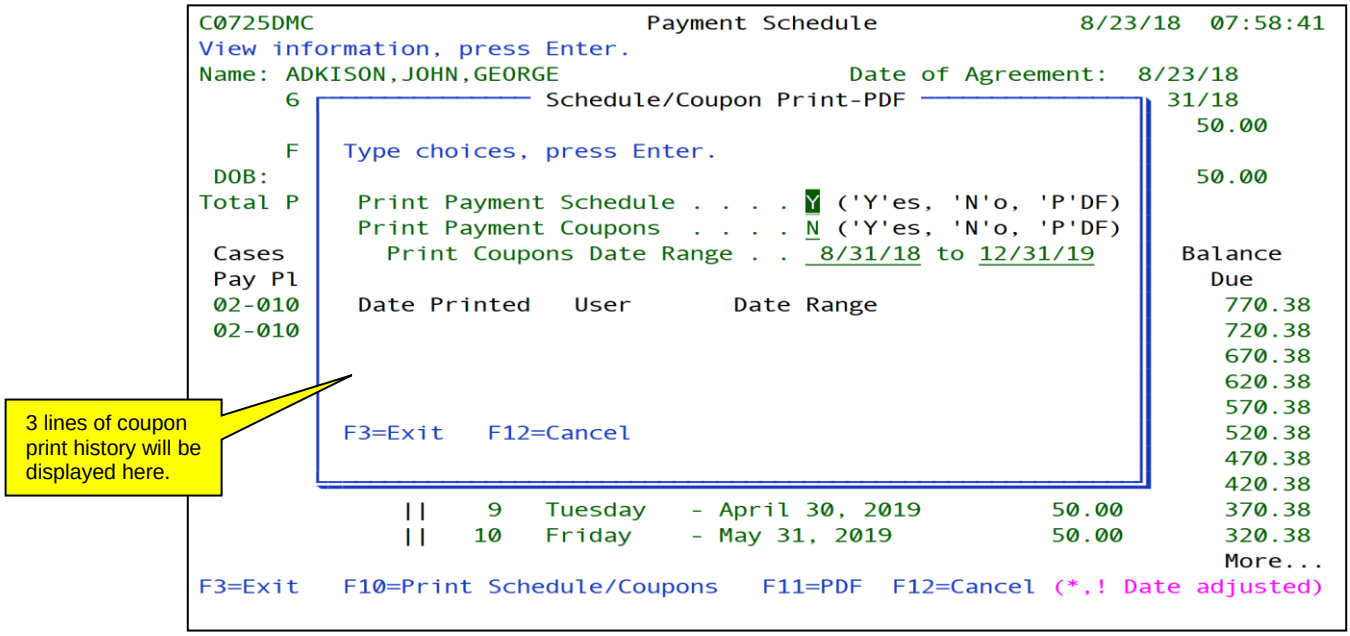
_____ Date

Defendant signature line can be enabled (as shown) or disabled with the system customization.

* After PAY# denotes adjustment due to weekend or holiday. ! After PAY# denotes manual adjustment made to due date.

PaySch (09/2016) Page 1 8/23/18

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



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. The payment coupons can be printed for a specified date range. This screen will only appear when the user is entering a new payment plan. The field values will be defaulted based on the customization parameters. The date range will default to the payment plan starting date and ending date. If the payment plan reaches the maximum duration date, a banner window or bottom line message (based on customization [parameter) will inform the user of that condition.

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, “N”o or “P”DF. Any other value will generate an edit error.
- Print Coupons Date Range is required and must be a valid date from and to date. Any other value will generate an edit error.

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

ADAMS,QUOMEINI,RAJAI
3218 RASKOB

FLINT, MI 48504
DOB: 11/29/80

Make Payment To:
99th Circuit Court
999 South Main Street
Anywhere, MI 99999
Coupon Payment
(999) 999-9999

Payment Number: 1
Payment Amount: $100.00
Due Date: Thursday - May 31, 2007

Payment Information:
Case ID: 03-011690-FH+
Balance Due After Payment: [illegible]447.00

The plus indicates there are more cases listed on this payment plan then just the one shown.

CUT HERE

ADAMS,QUOMEINI,RAJAI
3218 RASKOB

FLINT, MI 48504
DOB: 11/29/80

Make Payment To:
99th Circuit Court
999 South Main Street
Anywhere, MI 99999
Coupon Payment
(999) 999-9999

Payment Number: 2*
Payment Amount: $50.00
Due Date: Monday - July 2, 2007

Payment Information:
Case ID: 03-011690-FH+
Balance Due After Payment: $1,397.00

* After payment number denotes adjustment due to weekend or holiday.

The asterisk indicates the date of this payment has been adjusted due to a weekend or holidav.

CUT HERE

ADAMS,QUOMEINI,RAJAI
3218 RASKOB

FLINT, MI 48504
DOB: 11/29/80

Make Payment To:
99th Circuit Court
999 South Main Street
Anywhere, MI 99999
Coupon Payment
(999) 999-9999

Payment Number: 3
Payment Amount: $50.00
Due Date: Tuesday - July 31, 2007

Payment Information:
Case ID: 03-011690-FH+
Balance Due After Payment: $1,347.00

CUT HERE

ADAMS,QUOMEINI,RAJAI
3218 RASKOB

FLINT, MI 48504
DOB: 11/29/80

Make Payment To:
99th Circuit Court
999 South Main Street
Anywhere, MI 99999
Coupon Payment
(999) 999-9999

Payment Number: 4
Payment Amount: $50.00
Due Date: Friday - August 31, 2007

Payment Information:
Case ID: 03-011690-FH+
Balance Due After Payment: $1,297.00

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

```
D0800DMC                Case Notes Verification                 1/12/07  12:54:05

Type options, press Enter.
 4=Remove from Group   5=Case Inquiry
                                        Date of
Opt  Name                                Birth    Case          Party  Amount Due
 _   ABBOTT,RONALD,KEITH               12/21/1976 01-007714-FC             2,390.84
 _   ABBOTT,RONALD,KEITH               12/21/1976 94-049831-FH             3,077.86

                                                                              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 from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list.

- 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 Verification 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 3=Case Notes

```
C0725DMC                          Case Notes                  8/22/18  09:21:16

Case ID . . : 01-007714-FC     Name . . : ABBOTT,RONALD,KEITH
                               Address. :
                                          FLINT, MI  48506
                               MULTIPLE CASE Update - First Case Shown
Press F6=Add Notes or F3=Exit

     Date      Time    By  Notes...    ( = Written to ROA)
    8/22/18  9:21:15 DMC  this note was also added to the ROA.
    8/20/15 11:39:06 JC   RESTITUTION UNCLAIMED SINCE 2001, ADDED CRIME VICTIM
                          SERVICES AS VICTIM

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

The Case Notes Maintenance screen displays all entered case notes for the specific case, if the user only selected one case for entering case notes (single case mode). If multiple cases were selected (multiple case mode – shown above), the screen will display the case notes for the first case from the selected list. The case notes in green can only be viewed through the *COLLECT* application. The case notes in red can be viewed through the *COLLECT* application and will also appear on the JIS Register of Actions. The user can delete (when in single case mode), send a case note to the ROA that was originally not sent (when in single case mode), or add case notes from this screen. If a case note that was also added to the Register of Actions is deleted it will only be deleted from the *COLLECT* application and not from the JIS Register of Actions.

Screen input edits are as follows:

- The only valid options are 4=Delete and 7=Move to ROA when in single case mode (The above screen illustrates multiple cases were selected and the delete and move functions are disabled and removed from the screen.) All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list.

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

Screen function keys are as follows:

F3=Exit	Exits Case Notes Verification and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update.
F6=Add Notes	Displays the case notes entry screen (described below).
F10=Print	Prints a case notes listing.
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: **CxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /CaseNotes folder.
F12=Cancel	Returns the user to the Collections Maintenance screen.

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

```
 View Cases                    Case Notes                    8/23/18  08:16:53
 Press Enter.
 Case ID          023563-FH     Name . . : AGUILAR,JESSE,JAY
 08-023563-FH                   Address. :
 10-027535-FH                              MT MORRIS, MI  48458
 99-004285-FH                   MULTIPLE CASE Update - First Case Shown
                 s or F3=Exit

                 e   By  Notes...    ( ■ = Written to ROA)
                 :35 MAG Overdue notice ret'd in the mail, no new address on
                         Clear.
                 :18 JC2 ALL CASES QUALIFY FOR REDUCTION;DEF MAY PAY A TOTAL
                         OF $626.75 BY 3/10/17. 2008 CASE - $100 CC, $25 LF
                         1999 CASE - $7.50 CV, $198.25 RS. 2010 CASE - $196
                         STATE FEES, $100 CC
                 :26 MB2 SET UP A PYMT PLAN FOR $1.00 THAT THE P/O TOLD HIM TO
                         DO. I EXPLAINED THAT I SET UP THE PYMT PLAN ACCORDING
                         TO HIS TIME ON PROBATION WHICH WAS $11.00. TINA P/O
                         STATED SHE BELIEVED ME BECAUSE WHAT THE DEF TOLD ME
                         THE P/O STATED WAS NOT ALL TRUE EITHER. TINA TOLD ME
        Bottom           HE IS ABOUT HOMELESS, SO HE DOESN'T HAVE $ SO SHE DID
 F12=Cancel                                                          More...
                  Cases   F6=Add Notes   F10=Print   F11=PDF   F12=Cancel
```

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
F6=Add Notes

```
D6000DMC                          Case Notes Entry                 6/06/12   16:16:52

Type information, press Enter.    Case ID: 01-007714-FC
                                  Name . : ABBOTT,RONALD,KEITH
                     Notes...     MULTIPLE CASE Entry - First Case Shown
Add to ROA . . _
  (Y=Yes)

F3=Exit   F5=View Cases   F8=Add Case ID(s) to Notes   F12=Cancel
```

The Case Notes Entry screen allows the user to enter case notes for the selected case or a group of cases. The user can also update the Register of Actions with this note by entering a "Y" in the 'Add to ROA' field.

Screen input edits are as follows:

- 'Add to ROA' field must be a "Y" or Blank. All other entries in the Add to ROA column will generate an edit error.

Screen function keys are as follows:

F3=Exit — Exits Case Notes Entry 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.

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.

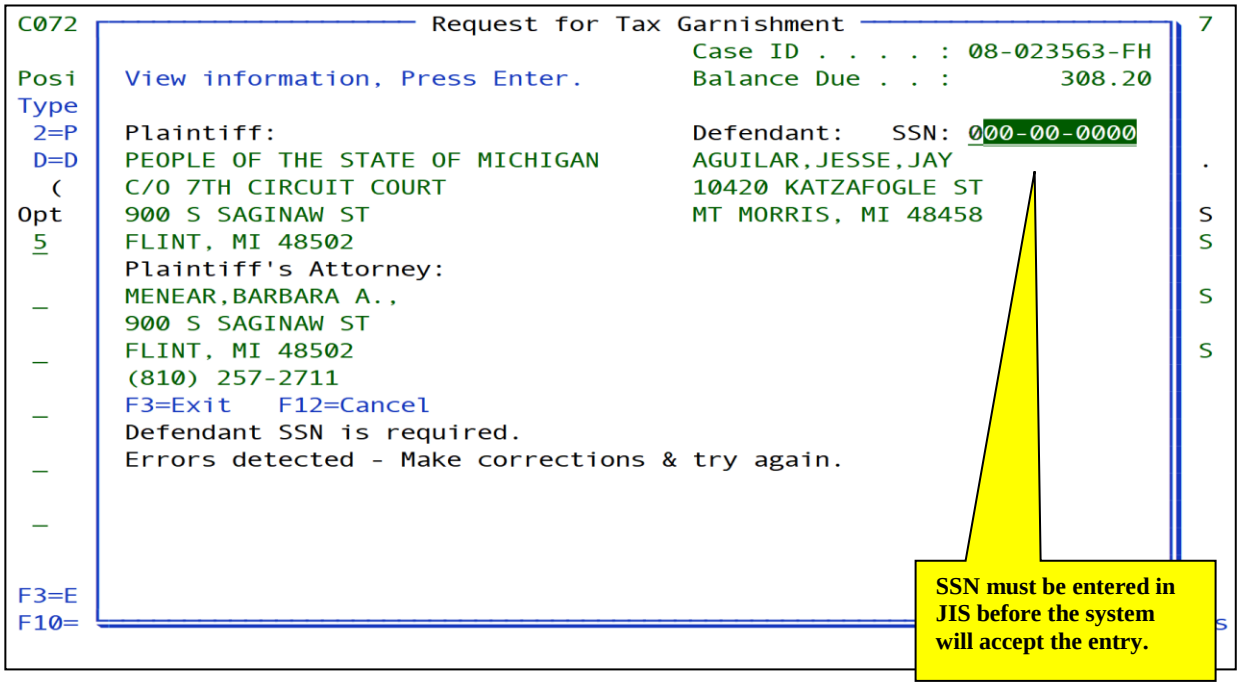
F12=Cancel — Returns the user to the Case Notes Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes
F10=Print – Example

```
Page    1        0725 - 99TH CIRCUIT COURT                    1/17/2007   11:07:24
                 Case Notes

 Case ID . . : 01-007714-FC      Name . . : ABBOTT,RONALD,KEITH
                                 Address. : 2217 KANSAS ST

                                            FLINT, MI  48506
                                 Charge . : HOMICIDE OPEN MURDER SSF

   Date      Time    By  Notes...                                                ROA
 1/17/07 10:51:59 DMC First payment due Monday, January 22, 2007.                 Y
 1/17/07 10:51:09 DMC Ronald Abbott has telephoned the court and agreed to
                      come in and set up a payment plan on Monday, January
                      22, 2007.  He will also bring in his first payment of
                      $100.00.

                        ** End of Report **
```

Maintenance: 1. Collections / Payment Plan

Option 5=Request Tax Garnishment



The Request for Tax Garnishment screen will allow the user to view and select a case for wage garnishment. If any of the required information for the Tax Garnishment form is missing, this screen will let the user know what needs to be corrected before the case can be selected. If all of the information is available, the user can press Enter and the case will be marked for garnishment and added to the 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 actually generate the state form to be submitted, the user will go to option 9. Tax Garnishment Processing, then 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.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 6=Print Notification Letter

```
D0800DMC                Notification Letter Verification       1/12/07  13:09:37

Type options, press Enter.
 4=Remove from Group   5=Case Inquiry
                                        Date of
Opt  Name                                Birth   Case          Party  Amount Due
 _   ABERNATHY,LYNDON,DALE             10/17/1962 04-013979-FH              120.00
 _   ABERNATHY,LYNDON,DALE             10/17/1962 98-003298-FH               60.00

                                                                          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 from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list.
- 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	Returns the user to the Collections Maintenance screen.

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

```
C0725DMC              Circuit Court Collect Maintenance      8/23/18  13:27:04
                                                              Mode: ALL
Position to name . . . ________________________________ or Case . . . ________
Type MAINTENANCE options, press Enter.
 2=P                          Text Selection                                  s
 D=D                                                                          ...
  (    Type choice, press Enter.
Opt                                                                            S
 6     Text ID . . . . . ? 120

 _     Enclosed you will find an agreement per your conversation
       with the 7th Circuit Court Collections Department.  Please
 _     complete the enclosed agreement and return it within five
       (5) business days.  Please be sure to sign your name in all
 _     the correct places.  Please make note of your scheduled
       payment dates for your record.  All information must be
 _     completed.


 _

       F3=Exit   F4=Prompt   F11=PDF   F12=Cancel                            ...
F3=E
F10=                                                                          ions
Work
```

The Notification Letter print logic will include all closed 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 actually 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.

Screen input edits are as follows:

- A valid message id 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). Only the first 9 lines of the letter body will be displayed.
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: **CxxxxPDF** 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

```
C0725DMC                Circuit Court Collect Maintenance      8/23/18  13:27:04
                                Statement Text Selection
Posi   Type options, press Enter.
Type    1=Select
 2=P   Opt  ID  Statement Text (First 7 Lines)
 D=D    █   102            ********* WARNING *******
  (            **YOU MUST RESOLVE THIS MATTER WITH COURT IMMEDIATELY**
Opt    LETTER   All fines, costs and other financial obligations imposed by
 6              the Court must be paid at the time of assessment.
                Payments may be made by credit card, cash or money order to
 _              the Reimbursement Office.  Hours are Monday-Friday 8:00-4:00
                Accounts with a past due balance greater than 60 days are
 _      _   103  Please be advised that this letter is a reminder of a case
                against you.  Your payment is payable to the Genesee County
 _      LETTER   Reimbursement.  It is important to know that your sentence
                is not totally satisfied until ALL fines and costs are paid
 _              in full.  These payments must be made on time and not paid
                late in accordance with the payment agreement signed by
 _              you, and the Reimbursement Office and the Presiding Judge.
                                                                   More...
       F3=Exit   F12=Cancel
F3=E
F10=
Work
```

This screen will display the first seven lines of the available notification letters currently defined on the system. The user can select the notification letter text they would like to print by typing 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

```
D0800DMC                    Collections Maintenance          5/31/07  08:18:33
                                                            Mode: ALL
Position to name . . . ____________________________________

Type                          Text Selection                                  ter
 2=P
 7=R   Type choice, press Enter.                                                S
                                                                              t C
Opt    Text ID . . . . . ? 102
 6 A                                  Add ROA Notes
       Court records indica
 _ A   not been paid.  To a   Type notes, press Enter.
       pay immediately.
 _ A                          THIS LETTER IS FOR FAILURE TO APPEAR IN
       Payments may be made   COURT.  THE DEFENDANT IS GIVEN 14 DAYS TO
 _ A   or credit card payab   RESPOND.
                                                                              .
 _ A                          F3=Exit   F12=Cancel
                                                                              Cncl
 _ A
       F3=Exit   F4=Prompt

F3=E
```

The Add ROA Notes screen will appear when the user presses Enter on the Text Selection screen and if the customization parameter is set to an 'Y'es (see Customization – System Tailoring at the end of this manual). This screen will allow the user to key in notes to be written to the ROA. If no notes are necessary the user just needs to leave the screen empty and press Enter. If ROA notes are desired, the user just needs to key 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 the user when groups of the same type of letters are being generated.

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
Example Notification Letter

99th Circuit Court

122 Justice Blvd.
Courthouse, MI 49999

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

1/15/07

AARON A ABBOTT
209 PARK ST
GAINES, MI 48436

Dear AARON A ABBOTT:

It has come to our attention that your balance is overdue. Please send payment within 102 days or additional costs may be assessed and/or a warrant will be issued for your arrest.

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

03-013249-FH $1,779.48

YOUR TOTAL BALANCE DUE IS: $1,779.48

Collection Department

99th Circuit Court

OPNL (04/2005)

Maintenance: 1. Collections / Payment Plan

Option 7=Display ROA

```
DEFERRED  -DPY  SUPPRESSED    CASE REGISTER OF ACTIONS        01/12/07 PAGE   1
03-013249-FH JUDGE FARAH        FILE 12/18/03  ADJ DT 01/05/04 CLOSE  02/10/04
             GENESEE COUNTY                              COD  SCAO:SEC B LINE 03

D 001 ABBOTT,AARON,A                      DOB: 08/18/85    SEX: M  RACE: W
      209 PARK ST                         CTN:250300425201 SID:
      GAINES, MI  48436                   DLN:DLN-NUMBER321 ST:
      ATY: SAWYER,DONALD J.,              PROSECUTOR: BUSCH,ARTHUR A.,
           P-23879  810-232-6096 APPOINTED            P-33872
      LOWER DISTRICT:  67   CTY# 25  CASE#             PRELIM: HELD  12/16/03
      INCARCERATION DATE: 11/05/03   DISTRICT ARRAIGNMENT:


R 001 HILDRETH,LEE JAMES,         OWE   $2454.48 REC    $675.00 BAL   $1779.48

                                 Bond History
-------------------------------------------------------------------------------
     Num       Amount               Type           Posted Date    Status
     ---  ----------------  ---------------------  -----------  -----------

F1/F3=Exit F7=Acct Hist F8=Nxt Action F16=Search F17=Top F18=Bottom   Roll/Page
F10=View Images  F11=Scan Images
NEXT ___ CASE# 03 - _13249 - FH CHG/EVT ____ PTY __ ___ JUDGE _____ DT ________
```

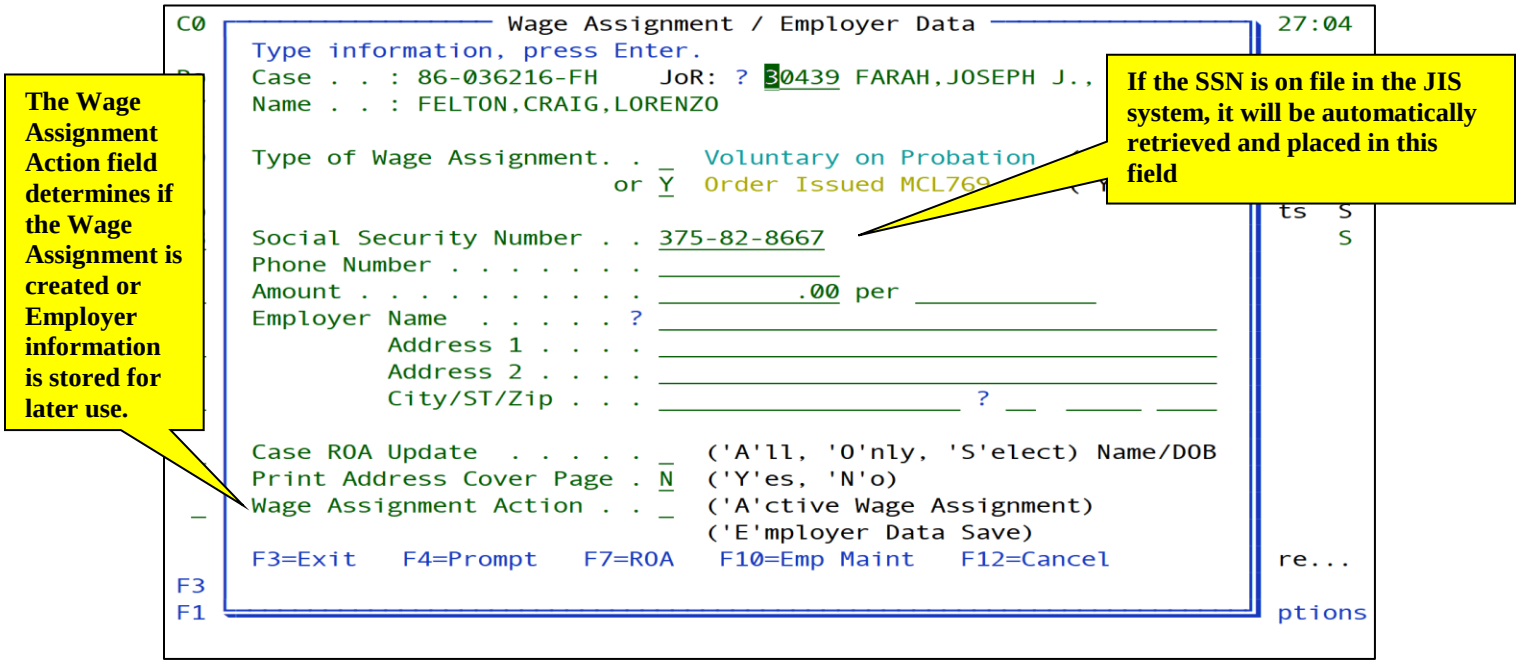
The JIS register of actions screen will allow the user to look at the register of actions for the case selected. This screen looks the same as it does when the user is navigating thru the JIS system. You will not be able to use the 'NEXT' function. Anything entered on the "hop" line will be ignored and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

Screen function keys are as follows:

F3=Exit	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

Option 8=Wage Assignment / Employer Data



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 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 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 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.

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

Screen input edits are as follows:

- Judge of Record is required and must be a valid Bar Number. Any other value will generate an edit error.
- Type of Wage Assignment is required and either Voluntary or Order Issued must to be selected with the letter "Y"
- Social Security Number is a required field. If the SSN is carried in JIS, it will be retrieved and displayed on the screen, if it is not entered in JIS, an entry here will update the JIS field and use the SSN on the wage assignment.
- Amount is required and must be a non-zero number. Any other value will generate an edit error.
- Amount "per" is required and must be a non-blank entry. This field is used to customize the wage assignment to fit the defendants pay schedule. Examples of what could be typed here are as follows: Check, Week, Month, Period, etc. NOTE. There is not an edit for valid input, only for entry. What the user types in this field will print on the form exactly as entered.
- Employer Name is a required field. A blank employer 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.
- The Case ROA Update field will accept values of 'A'll, 'O'nly, or 'S'elect. Any other value 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.
- The Wage Assignment Action field is required and must be an "A"ctive Wage Assignment or "E"mployer Data Save.

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

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collections Maintenance screen.
F4=Prompt	Cursor on JOR Field: Displays a list of all the valid Judge Bar Numbers from which the user can select the one they would like. It will then be placed in the JoR field on the print wage assignment screen. Cursor on Employer Field: Displays a list of all the Employers on file from which the user can select the one they would like. When selected the Employer name and address will then be placed in the Employer field on the print wage assignment screen. Cursor on State Field: 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.
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

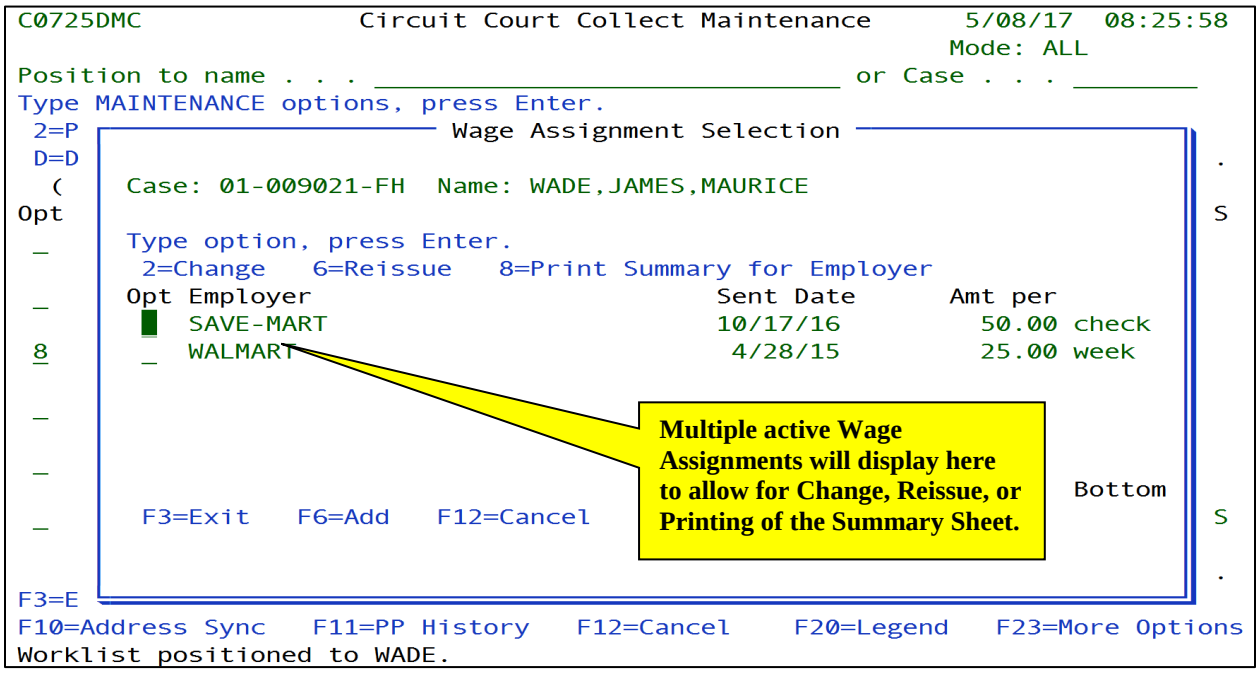
```
D6000DMC              Circuit Court Collect Maintenance      6/09/14  14:15:40
                                                              Mode: ALL
Position to name . . . ________________________________ or Case . . . ________
Type MAINTENANCE options, press Enter.
 2=P ┌──────────── Wage Assignment Employer Maintenance ──────────────┐ tatus
 D=D │    E M P L O Y E R   D A T A   M A I N T E N A N C E          │ More...
     │ Case: 06-018926-FH  Name: WADE,JARRETT,ADAM                    │
Opt  │                                                                │  Sts  S
 _   │ Type option, press Enter.                                      │  C
     │   1=Select   2=Change   4=Delete                               │
 _   │ Opt Employer                          Added Date  Amt per Chk  │  C
     │  █  WAL-MART                            6/09/14         55.00  │
 _   │                                                                │  C
     │                                                                │
 8   │                                                                │  D
     │                                                                │
 _   │                                                                │  C
     │                                                          Bottom │
 _   │  F3=Exit   F6=Add   F12=Cancel                                 │  C    S
     │                                                                │
     │                                                                │ More...
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/Print Summary



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 Example Form

Approved, SCAO

Original - Court
1st copy - Employee
2nd copy - Employer

STATE OF MICHIGAN 7TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	WAGE ASSIGNMENT	CASE NO. 13-0336

Court address

7th Circuit Court Genesee County Reimbursement 900 S. Saginaw St Flint, MI 4850

In the matter of FERENZ,KALEB,BENJAMIN (Name of employee) ###-##-4176 (Last four digits of social security no. or employee ID no.) 01/11/1996 (Date of birth)

508 DELAND ST (Address) FLUSHING (City) MI (State) 48433 (Zip) 810-733-5400 (Telephone no.)

☐ 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. PLANET FITNESS (Employer's name) ATTN PAYROLL DEPT (Employer's address)
3333 S LINDEN RD GENESEE VALLEY CTR FLINT, MI 48507

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 othe 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 $ 5,091.13 (Most recent balance) h been withheld, whichever comes first.

08/23/2018 (Date) Judge *Hon. ARCHIE L. HAYMAN* 37516 (Bar no.)

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).

CERTIFICATE OF MAILING

I certify that on this date 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).

08/23/2018 (Date) Signature _____

MC 289 (6/17) WAGE ASSIGNMENT

MCL 769.1K, MCL 771.3(2)(f), MCL 780.766(16), MCL 780.794(16), MCL 780.826(15)

The Social Security Number will be printed with a mask.

The amount per field will print exactly as entered on the screen..

The Judge of Record name and Bar Number will print on the form.

Maintenance: 1. Collections / Payment Plan
Print Summary for Employer
Summary for Employer Report Example

This heading uses the same customization values as the Assignment of Wages form.

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

ASSIGNMENT OF WAGES SUMMARY

7th Circuit Court
Genesee County Reimbursement
900 S. Sagianw St
Flint, MI 48502
Phone: (810) 257-2711

05/09/17

Employer:

WALMART
123 MAIN
LANSING, MI 12121

In the matter of:

[illegible]
[illegible] S. LINDEN RD.
SWARTZ CREEK, MI 48473

- 2 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.

ATTENTION

Case No.	Assigned Amount	Per	Total to be Withheld
93-049359-FH	50.00	week	1,402.01
93-049646-FH	52.00	week	1,261.68
T O T A L	102.00	week	2,663.69

Please withhold $102.00 per week until the total of $2,663.69 has been withheld or further orders from the court, whichever comes first.

Col (17.00) ASSIGNMENT OF WAGES SUMMARY

Maintenance: 1. Collections / Payment Plan

Option 9=Print Wage Cancellation

```
D6000DMC              Circuit Court Collect Maintenance      9/02/09  08:47:12
                                                            Mode: ALL
Position to name . . . ________________________________ or Case . . . ________
Type options, press Enter.
 2=P ┌──────────────────── Wage Asmt Cancel Select ──────────────────────┐
 C=C │                                                                    │ tart ..
     │ Case: 97-001160-FH  Name: ACORD,JOSEPH,LYNN                        │
Opt  │                                                                    │ Sts  S
 9   │ Type option, press Enter.                                          │ C
     │   1=Select                                                         │
 _   │ Opt Employer                          Sent Date   Amt per Chk      │ C
     │  █  KROGER                              9/02/09         25.00      │
 _   │  _  WAL-MART                            9/02/09         25.00      │ C
     │                                                                    │
 _   │                                                                    │ C
     │                                                                    │
 _   │                                                                    │ C
     │                                                            Bottom  │
 _   │  F3=Exit   F12=Cancel                                              │ C
     │                                                                    │
     │                                                                    │ More...
F3=E └────────────────────────────────────────────────────────────────────┘
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 Assignment screen (described below). The Wage Assignment Cancellation Selection screen will enable the user to select which wage assignment needs to be canceled. After the user has selected the wage assignment to be terminated and pressed Enter, the Print Wage Cancellation screen will display.

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 work-list. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment Cancel Window and returns the user to the Collections System Main Menu.
F12=Cancel	Returns the user to the Collections Maintenance screen.

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

```
D6000DMC                Circuit Court Collect Maintenance      10/17/16  12:02:47
                              Print Wage Cancellation
Po                                                                          ___
Ty   Type information, press Enter.
 2                                                                          tus
 D   Case . . . . . . . . . :  92-047606-FH                                 re...
     Name . . . . . . . . . :  WAHLERT,GERI,LYNN
Op                                                                          ts  S
 _   Document Date  . . . . . .  10/19/16                                    W  S
     Employer Name  . . . . . .  SPEEDWAY
 _            Address 1 . . . .  23232 CENTRAL AVE
              Address 2 . . . .  ____________________________________
 _            City/ST/Zip . . .  LANSING              ? MI  23222 ____

 _   Case ROA Update  . . . . .  O  ('A'll, 'O'nly, 'S'elect) Name/DOB
     Print Form . . . . . . . .  Y  ('Y'es, 'N'o)
 9     Payments being made  . .  _ -or- Debt is satisfied . . . _
     Print Address Cover Page .  N  ('Y'es, 'N'o)
 _   F3=Exit   F4=Prompt   F7=ROA   F12=Cancel

                                                                            re...
F3=Exit   F5=All   F6=No Pay Plan   F7=Pay Plan   F9=Wage Cancellation
F10=Address Sync   F11=PP History   F12=Cancel    F20=Legend   F23=More Options
```

The Print Wage Cancellation screen will enable the user to print a wage assignment cancellation 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 Wage Assignment Cancellation letter will be sent to the user's output queue.

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

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.
- 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. Any other value will generate an edit error. If something other than the default from 80. Customization is desired, simply type over the default and press Field Exit.
- If the form is to be printed, the user must select with an "**X**" (or non-blank character) whether payments are being made to the court, or the debt has been satisfied. This selection will print 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 80. Customization is desired, simply type over the default, and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Termination and returns the user to the Collections Maintenance screen.
F4=-Prompt	Will allow for the selection of the Address State.
F7=ROA	Displays the JIS ROA screen for the current case.
F12=Cancel	Returns the user to the Wage Assignment Termination 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 Wage Cancellation
Wage Cancellation Example Form

Original - Court
1st Copy - Employee
2nd Copy - Employer

ORDER CANCELING ASSIGNMENT OF WAGES

Approved, SCAO

STATE OF MICHIGAN	CASE NO.
7th Circuit Court Genesee County Reimbursement 900 S. Saginaw St Flint, MI 48502 (810)257-2711	13-033670-FH

In the matter of: (Name(s), Alias(es)) FERENZ,KALEB,BENJAMIN
508 DELAND ST
FLUSHING, MI 48433

SSN: ###-##-4176
DOB: 01/11/1996
Phone: 810-733-5400

1. On 08/23/2018 this court entered an order directing

PLANET FITNESS
ATTN PAYROLL DEPT
3333 S LINDEN RD GENESEE VALLEY CTR
FLINT, MI 48507

to withhold $50.00 per check from the earnings owed the person named above.

THE COURT FINDS:

2. Assignment of wages is unnecessary because ☒ voluntary payments are being made.
☐ the debt has been satisfied.

IT IS ORDERED:

3. Assignment of wages of the person named above is canceled.

08/23/2018
Date

Judge Hon. ARCHIE L. HAYMAN
Bar No. 37516

CERTIFICATE OF MAILING

I certify that on this date copies of this order were served on the employee and employer by first class mail to their last-known address as defined by MCR 2.107(C)(3).

Date

Signature

MC 391 (3/09) ORDER CANCELING ASSIGNMENT OF WAGES

MCL 769.1k, MCL 771.3(2)(f)

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

```
D6000DMC                    Circuit Cou

Position to name . . . __________
Type options, press Enter.
 2=Payment Plan   3=Case Notes   6=
 A=Addr Hst   C=Chg Stat   D=Decd

Opt Name   ( X = Collect Agency)
 _   EDMOND,DERRICK,DESHUAN
       999 Pris
 _   EDMOND,DERRICK,DESHUN
       999 Jail
 A   EDMOND,JOHNNY,REMONE
       999 AdH Jail
 _   EDMOND,TINA,REN
       999 Pris
 _   EDMONDS,CHRISTOPHER,SCOTT
       999 Rst
 _   EDMONDS,MAKEIA,CHANTE
       999 Jail

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

```
                 Address History
View info, press Enter.      05-016681-FH
Current   EDMOND,JOHNNY,REMONE
Address:  1322 KNICKERBOCKER AVE
          FLINT, MI   48505

                                      Changed
Previous Address(es)                   Date
422 W SECOND ST                       3/09/07
FLINT MI 48503
  SRC: USPS
----------------------------------------
3618 COMSTOCK                         7/10/06
FLINT MI 48503
  SRC: DEFENDANT
----------------------------------------

                                       Bottom
F12=Cancel
```

"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 addrresses 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=Change Status

```
D6000DMC                Circuit Court Collect Maintenance      5/18/15  16:39:16
                                                                Mode: ALL
Position to name . . . ________________________________ or Case . . . ________
Type MAINTENANCE options, press Enter.
 2=Payment Plan  3=Case Notes  6=Notification Letter  7=ROA  C=Change Status
 D=Decd  G=Demogr Info  P=Prt ROA  R=Reset Lvl  S=Stop/Start  X=Excuse More...
  ( X = Collection Agency)                  ( X = Supressed)
Opt Name                                DO          Change Status                S
 C  ADAMS,MARK,ANTHONY                 4/18   ADAMS,MARK,ANTHONY
      999 Pris                                06-018370-FC
 _  ADAMS,MARQUES,TERRELL              5/25   Type choice, press Enter.
      SSN 354 Pris WgA TxF Rst _1 MONTHL       1=Select
 _  ADAMS,MARQUES,TERRELL              5/25   Opt  Incarceration Type
      354 Pris _1_                   MONTHL    1   Prison
 _  ADAMS,MICHAEL,ANTHONY                      _   Jail
      999 Pris                                 _   Boot Camp
 _  ADAMS,MILANDO,                     1/30
      999 BCmp                                Release Date . . 12/31/10 (MDY)
 _  ADAMS,MILLANDO,                    1/30
      999 Jail                                F3=Exit   F12=Cancel
                                                                                .
F3=Exit   F5=All   F6=No Pay Plan   F7=P
F10=Address Sync   F11=PP History   F12=Cancel    F20=Legend   F23=More Options
Worklist positioned to ADAMS,MA.
```

The Change Status window will allow the user to change the incarceration status of a defendant on a case by case basis. It will also allow for the entry of an expected release date. The user will be able to run a report to indicate which defendants will be released and therefore need their incarceration status updated.

Screen function keys are as follows:

F3=Exit	Exits Change Status 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 D=Deceased

```
D6000DMC              Circuit Court Collect Maintenance      5/18/15  16:39:16
                                                              Mode: ALL
Position to name . . . ________________________________ or Case . . . ________
Type MAINTENANCE options, press Enter.
 2=Payment Plan  3=Case Notes  6=Notification Letter  7=ROA  C=Change Status
 D=Decd  G=Demogr Info  P=Prt ROA  R=Reset Lvl  S=Stop/Start  X=Excuse More...
  ( X = Collection Agency)                  ( X = Supressed)
Opt Name                                DO  ┌──────── Deceased Date ────────┐ S
 D  DIXON,JAMAAL,LEVAIL                7/02  │ DIXON,JAMAAL,LEVAIL            │
      999 _2_                                │ 06-017946-FH                   │
 _  DIXON,JASON,                       6/27  │                                │
      999 Jail Rst                           │ Type information, press Enter. │
 _  DIXON,JASON,LOOMIS                 6/22  │                                │
      999 Jail Rst                           │ Date of Death . . . _________  │
 _  DIXON,KELLY,DEMORLO                2/23  │                                │
      999 AdH Jail _2_                       │ Source . . MICH LOOKUP         │
 _  DIXON,KELLY,DEMORLO                2/23  │                                │
      999 AdH _2_                            │ F3=Exit   F12=Cancel           │
 _  DIXON,RORY,L                       3/20  │                                │
      999 Jail                               └────────────────────────────────┘
                                                                          More...
F3=Exit   F5=All   F6=No Pay Plan   F7=Pay Plan   F9=Wage Cancellation
F10=Address Sync   F11=PP History   F12=Cancel    F20=Legend   F23=More Options
Worklist positioned to DIXON,JAM.
```

The Deceased Date window will allow the user to enter the Date of Death for a defendant. The source field can be used to record where the information was obtained. An entry in the ROA will be generated indicating the defendant is deceased along with the date of death. The user will be able to run a report to list the deceased defendants within a specific date range for further processing.

Screen function keys are as follows:

F3=Exit	Exits Deceased Date 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 E=Event / Payment Inquiry

```
C0725DMC                C

Position to name . . .
Type MAINTENANCE option
 2=Payment Plan  3=Case
 D=Decd  G=Demogr  N=SS
  ( X = Collection Agen
Opt Name
 E  DABNEY,CARY,WARE
      SSN 999 DNT AdH N
 _  DACHS,JOSHUA,LEE
      SSN 999
 _  DADOVICH,PETER,ALLE
      999 AdH Rst _2_
 _  DADOVICH,PETER,ALLE
      999 AdH Rst _2_
 _  DADY,DARRELL,BRYAN,
      999 AdH Nts Rst
 _  DADY,DUSTIN,MACKENZ
      999 PPH _2_

F3=Exit   F5=All   F6=N
F10=Address Sync   F11=
```

```
Event / Payment Inquiry
View info, press Enter. Case ID: 06-019508-FH
Current  DABNEY,CARY,WARE                    #: 2 PP
Address: 448 WESLEY AVE
         YOUNGTOWN            OH  44509

COLLECT Event / Payment History
          No payments made 12/08/06 thru 01/01/09
-------------------------------------------------
01/02/09  Letter Sent
   Stmt#:   1  Total on Statement: $34,064.75
   Included Case ID(s) & Balance Due:
      06-019508-FH    34,064.75
  Payment of 225.00 on 01/22/09 Case: 06-019508-FH
-------------------------------------------------
03/06/09  Letter Sent
   Stmt#:   1  Total on Statement: $33,839.75
   Included Case ID(s) & Balance Due:
      06-019508-FH    33,839.75
                                          More...
F10=Print   F11=PDF   F12=Cancel
```

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.

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 it's 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: **CxxxxPDF** 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        0725 - 7TH CIRCUIT COURT                        6/09/14   14:46:31
                 COLLECT Event Listing

 Case ID . . : 06-018926-FH     Name . . : WADE,JARRETT,ADAM
                                Address. : 555 OAK STREET
                                           FLINT                 MI   48504

                                Charge . : BREAK & ENTER W/INTENT

   COLLECT Event / Payment History
   Payment of 2,739.00 on 10/16/06 Case: 06-018926-FH
   ---------------------------------------------------
   02/16/07  Mailer Sent
      Stmt#:    1  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 02/16/07 thru 02/22/07
   ---------------------------------------------------
   02/23/07  Mailer Sent
      Stmt#:    1  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 02/23/07 thru 03/01/07
   ---------------------------------------------------
   03/02/07  Mailer Sent
      Stmt#:    1  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 03/02/07 thru 10/10/07
   ---------------------------------------------------
   10/11/07  Letter Sent - 105 - $749.00
      Stmt#: 105  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 10/11/07 thru 10/10/07
   ---------------------------------------------------
   10/11/07  Letter Sent - 105 - $749.00
      Stmt#: 105  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 10/11/07 thru 10/10/07
   ---------------------------------------------------
   10/11/07  Letter Sent - 105 - $749.00
      Stmt#: 105  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 10/11/07 thru 09/16/10
   ---------------------------------------------------
   09/17/10  Letter Sent - Overdue Payment
      Stmt#:    2  Total on Statement: $749.00
      Included Case ID(s) & Balance Due:
         06-018926-FH       749.00
              No payments made 09/17/10 thru 03/28/12
   ---------------------------------------------------
   03/29/12 Address Stop Added
              No payments made 03/29/12 thru 03/28/12
   ---------------------------------------------------
   03/29/12 Address Stop Removed
              No payments made 03/29/12 thru Today

                          ** End of Report **
```

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

```
D6000DMC                Defendant Demographic Information     6/09/14  14:28:07
Type information, press Enter.
Name . . . . . . : WADE,JARRETT,ADAM
Date of Birth. . : 03/30/89

Defendant Additional Phone Information:
 Type... _________  Phone... ____________  Provider... ________________
 (2)     _________           ____________              ________________
Defendant Additional Contact Information:
 Name... ______________________  Ph... ____________  Relation... ________________
 (2)     ______________________        ____________              ________________
 (3)     ______________________        ____________              ________________
Review Date Reason... ____________________________________________________________
Source of Income..... ____________________________________________________________
Company Resident Agent Information:
 Name......... ________________________________
 Address...... ________________________________________
 (2)           ________________________________________    Status.. ______
 City/St/Zip.. ____________________ __ ______ - _____ Phone... ____________
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 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 H=Pay Plan History

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

```
D6000DMC            Payment Plan History Payment Inquiry                    7

View information, press Enter.   Name: ANDERSON,KRISTI,
                                  DOB:  9/23/69
Date of Agreement  . . . :  2/01/06 Grace:5          Total P-P Amt:   6,655.00
Date of Termination  . . : 11/30/16 Manual Delete  P-P Balance Due:   4,340.00
Payment Verification . . : PARTIAL Amount        DayRANGE Payment Plan
      Day    Date       Amount    Date        Amount
Pay#  Due    Due         Due      Paid         Paid       Balance Status
   1  Fri   3/03/06     200.00   2/10/06      955.00     5,700.00 OVER payment
   2  Sun   4/02/06     200.00                           5,700.00 MISSED payment
   3  Tue   5/02/06     200.00                           5,700.00 MISSED payment
   4  Thu   6/01/06     200.00   5/31/06      125.00     5,575.00 PARTIAL payment
   5  Sat   7/01/06     200.00                           5,575.00 MISSED payment
   6  Mon   7/31/06     200.00   7/31/06      200.00     5,375.00 RECEIVED payment
   7  Wed   8/30/06     200.00                           5,375.00 MISSED payment
   8  Fri   9/29/06     200.00                           5,375.00 MISSED payment
   9  Sun  10/29/06     200.00  10/31/06       25.00     5,350.00 PARTIAL payment
  10  Tue  11/28/06     200.00                           5,350.00 MISSED payment
  11  Thu  12/28/06     200.00                           5,350.00 MISSED payment
  12  Sat   1/27/07     200.00                           5,350.00 MISSED payment
                                                                        More...
F3=Exit  F5=Case IDs  F8=Addl Info  F10=Print  F11=PDF  F12=Cancel (* Date adj)
```

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 “snap shot” 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 Pay Plan History report for the selected defendant. The report is 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: **CxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /PayPlanHist folder.
F12=Cancel	Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.

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

```
Page    1        0725 - 7TH CIRCUIT COURT                        6/15/11   13:59:13
                 Payment Plan Payment History Report

Name  . . . . . . . . . : ANDERSON,KRISTI,VOLETTE                   DOB:  9/23/69
Date of Agreement . . :  2/01/06                  Total Pay Plan Amt:   6,655.00
Date of Termination . :  8/10/09 Manual Delete    Pay Plan Bal Due. :   5,350.00
Payment Verification. : PARTIAL Amount            DayRANGE Payment Plan

      Day   Date       Amount    Date       Amount
Pay#  Due   Due        Due       Paid       Paid       Balance Status
   1  Fri   3/03/06    200.00    2/10/06    955.00    5,700.00 OVER payment
   2  Sun   4/02/06    200.00                          5,700.00 MISSED payment
   3  Tue   5/02/06    200.00                          5,700.00 MISSED payment
   4  Thu   6/01/06    200.00    5/31/06    125.00    5,575.00 PARTIAL payment
   5  Sat   7/01/06    200.00                          5,575.00 MISSED payment
   6  Mon   7/31/06    200.00    7/31/06    200.00    5,375.00 RECEIVED payment
   7  Wed   8/30/06    200.00                          5,375.00 MISSED payment
   8  Fri   9/29/06    200.00                          5,375.00 MISSED payment
   9  Sun  10/29/06    200.00   10/31/06     25.00    5,350.00 PARTIAL payment
  10  Tue  11/28/06    200.00                          5,350.00 MISSED payment
  11  Thu  12/28/06    200.00                          5,350.00 MISSED payment
  12  Sat   1/27/07    200.00                          5,350.00 MISSED payment
  13  Mon   2/26/07    200.00                          5,350.00 MISSED payment
  14  Wed   3/28/07    200.00                          5,350.00 MISSED payment
  15  Fri   4/27/07    200.00                          5,350.00 MISSED payment
  16  Sun   5/27/07    200.00                          5,350.00 MISSED payment
  17  Tue   6/26/07    200.00                          5,350.00 MISSED payment
  18  Thu   7/26/07    200.00                          5,350.00 MISSED payment
  19  Sat   8/25/07    200.00                          5,350.00 MISSED payment
  20  Mon   9/24/07    200.00                          5,350.00 MISSED payment
  21  Wed  10/24/07    200.00                          5,350.00 MISSED payment
  22  Fri  11/23/07    200.00                          5,350.00 MISSED payment
  23  Sun  12/23/07    200.00                          5,350.00 MISSED payment
  24  Tue   1/22/08    200.00                          5,350.00 MISSED payment
  25  Thu   2/21/08    200.00                          5,350.00 MISSED payment
  26  Sat   3/22/08    200.00                          5,350.00 MISSED payment
  27  Mon   4/21/08    200.00                          5,350.00 MISSED payment
  28  Wed   5/21/08    200.00                          5,350.00 MISSED payment
  29  Fri   6/20/08    200.00                          5,350.00 MISSED payment
  30  Sun   7/20/08    200.00                          5,350.00 MISSED payment
  31  Tue   8/19/08    200.00                          5,350.00 MISSED payment
  32  Thu   9/18/08    200.00                          5,350.00 MISSED payment
  33  Sat  10/18/08    200.00                          5,350.00 MISSED payment
  34  Mon  11/17/08     55.00                          5,350.00 MISSED payment

Case ID's on Payment Plan:     Case ID          Amt Due  Status
                               02-009292-FH    5,350.00  C

  (* 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

View information, press Enter.   Name: ABBOTT,TROY LEE
                                  DOB:  4/13/79
Date of Agreement  . . . :  1/06/16  Grace:3        Total P-P Amt:      9,147.60
Payment Verification . . : PARTIAL Amount         P-P Balance Due:      8,437.60
(*,! Date adjusted)                               MONTHLY Payment Plan
      Day   Date       Amount    Date       Amount                        Payment
Pay#  Due   Due        Due       Paid       Paid      Balance Status      on Case
   1  Wed  1/06/16     30.00   1/06/16      30.00   9,117.60 RECVD - 14-035159
   2  Fri  3/04/16    100.00   3/03/16     100.00   9,017.60 RECVD - 14-035159
   3  Tue  4/05/16    100.00                       9,017.60 MISSED payment
   4  Thu  5/05/16    100.00   5/04/16     100.00   8,917.60 RECVD - 14-035159
   5* Mon  6/06/16    100.00   6/01/16     100.00   8,817.60 RECVD - 14-035159
   6  Tue  7/05/16    100.00   7/06/16     100.00   8,717.60 RECVD - 14-035159
   7  Fri  8/05/16    100.00                       8,717.60 MISSED payment
   8* Tue  9/06/16    100.00   9/07/16     100.00   8,617.60 RECVD - 14-035159
   9  Wed 10/05/16    100.00                       8,617.60 MISSED payment
  10* Mon 11/07/16    100.00                       8,617.60 MISSED payment
  11  Mon 12/05/16    100.00                       8,617.60 MISSED payment
  12  Thu  1/05/17    100.00                       8,617.60 MISSED payment
                                                                   More...
F3=Exit  F5=Case IDs  F7=Current   F9=All Pymts  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.

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 Id's	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: **CxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /PayPlanPymt 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        8/23/18  15:19:16
                                                              Mode: Current
View information, press Enter.   Name: ADAMS,QUINTON,DANIEL
                                  DOB:  2/11/94
Date of Agreement  . . . : 10/10/16  Grace:3       Total P-P Amt:      1,094.80
Payment Verification . . : PARTIAL Amount        P-P Balance Due:        152.80
(*,! Date adjusted)                              MONTHLY Payment Plan
      Day   Date       Amount   Amount                Overage/       Past
Pay#  Due   Due         Due   Collected    Balance  Arrearage        Due
   1  Mon 10/10/16     92.00      92.00    1,002.80       +850.00
   2  Mon 11/28/16     92.00      92.00      910.80       +758.00
   3  Wed 12/28/16     92.00      92.00      818.80       +666.00
   4* Mon  1/30/17     92.00      92.00      726.80       +574.00
   5  Tue  2/28/17     92.00      92.00      634.80       +482.00
   6  Tue  3/28/17     92.00      92.00      542.80       +390.00
   7  Fri  4/28/17     92.00      92.00      450.80       +298.00
   8* Mon  5/29/17     92.00      92.00      358.80       +206.00
   9  Wed  6/28/17     92.00      92.00      266.80       +114.00
  10  Fri  7/28/17     92.00      92.00      174.80        +22.00
  11  Mon  8/28/17     92.00      22.00      152.80        -70.00    360
  12  Thu  9/28/17     82.80                 152.80       -152.80    329
                                                                      Bottom
F3=Exit  F5=Case IDs  F7=Standard  F9=All Pymts  F10=Print  F11=PDF  F12=Cancel
```

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

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 is 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: **CxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /PayPlanPymt folder.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan
Option I=Payment Inquiry
F5 = Display Case Id's

```
D0800DMC                    Payment Plan P
                                                  Pay Plan Case ID's
                                                 View information, press Enter.
View information, press Enter.    Name:           Case ID        Amount Due   Stat
                                   DOB:           03-011690           65.00   C
Date of Agreement  . . . :  5/31/07  Gr           05-015752        1,482.00   C
Payment Verification . . : FULL Amount

      Day   Date      Amount    Date
Pay#  Due   Due       Due       Paid
   1  Thu  5/31/07    100.00
   2* Mon  7/02/07     50.00
   3  Tue  7/31/07     50.00
   4  Fri  8/31/07     50.00
   5* Mon 10/01/07     50.00
   6  Wed 10/31/07     50.00
   7  Fri 11/30/07     50.00
   8  Mon 12/31/07     50.00
   9  Thu  1/31/08     50.00
  10  Fri  2/29/08     50.00                                                Bottom
  11  Mon  3/31/08     50.00                 F3=Exit   F12=Cancel
  12  Wed  4/30/08     50.00

F3=Exit   F5=Case ID's   F10=Print   F1
```

The Pay Plan Case Id's screen displays all of 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
F9 = All Payments

```
C0725DMC                    Pa
                                 All Payments for Pay Plan
View information, press Ent      View information, press Enter.    Current
                                 Date of Agreement:  8/10/06
Date of Agreement  . . . :        *--- Receipt --*   Payment  Acct
Payment Verification . . :         Date      Number   Amount   Code  Case ID
(*,! Date adjusted)               12/07/06    21328      50.00 AF  03-011603-FH
      Day   Date      Amoun       11/02/06    20295      30.00 AF  03-011603-FH
Pay#  Due   Due        Due        10/12/06    19633      50.00 AF  03-011603-FH
   1  Sat  9/09/06     50.0         9/07/06    18433      30.00 AF  03-011603-FH
   2  Mon 10/09/06     50.0         8/10/06    17560      50.00 AF  03-011603-FH
   3  Wed 11/08/06     50.0
   4  Fri 12/08/06     50.0              T O T A L      210.00
   5  Sun  1/07/07     50.0
   6  Tue  2/06/07     50.0
   7  Thu  3/08/07     50.0
   8  Sat  4/07/07     40.0

                                                                  Bottom
                                 F3=Exit   F12=Cancel

F3=Exit   F5=Case IDs   F7=
```

The All Payments for Pay Plan screen displays all of the payments made since the Date of Agreement or the Date of Reamortization.

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 (Example Report)

```
Page    1        0800 - KALAMAZOO                                  4/26/07   11:31:57
                 Payment Plan Payment Report

Name  . . . . . . . . . : FALLS/SHAWN/RYAN
  DOB . . . . . . . . . :    7/24/83            Total Pay Plan Amount:     408.00
Date of Agreement . . :  3/20/07                Pay Plan Balance Due:         .00
Payment Verification. : FULL Amount             WEEKLY Payment Plan

       Day   Date      Amount    Date      Amount
Pay#   Due   Due       Due       Paid      Paid       Balance Status
   1   Mon  3/26/07     50.00   3/25/07     14.00      394.00 PARTIAL payment
   2   Mon  4/02/07     50.00                          394.00 MISSED payment
   3   Mon  4/09/07     50.00   4/06/07     80.00      314.00 OVER payment
   4   Mon  4/16/07     50.00                          314.00 MISSED payment
   5   Mon  4/23/07     50.00   4/20/07     50.00      264.00 RECEIVED payment
   6   Mon  4/30/07     50.00   4/26/07    264.00         .00 Paid in FULL
   7   Mon  5/07/07     50.00                              .00 Paid in FULL
   8   Mon  5/14/07     50.00                              .00 Paid in FULL
   9   Mon  5/21/07      8.00                              .00 Paid in FULL


Case ID's on Payment Plan:     Case ID          Amt Due  Status
                               04C17638B                 DISP
                               0411717OT                 DISP


  (* Date Adjusted)       ** End of Report **
```

Maintenance: 1. Collections / Payment Plan

Option L=Modification Log (If DNT Enabled)

```
C0725DMC            Phone Number Modification Log Inquiry    8/23/18  15:59:13
View information, press Enter.
 ___/ Defendant  \_____________________________________________________________
 DABNEY,CARY,WARE                        DOB:  7/02/76
 448 WESLEY AVE
 YOUNGTOWN, OH  44509
                                  ______________
 ________________________________/ Start of Log \_____________________________
 07/16/18
   Defendant initial enrollment in system.                          9:35  DMC
     Phone Number Type Method Form TxtAuth Stop                     9:35  DMC
     419-555-8877   C     T     Y      N                            9:35  DMC
     Defendant Notification Authorization form was printed.         9:35  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 (If DNT Enabled)

```
C0725DMC                Defendant Notification On-Demand                    :00:30

Position to Name or Case ID . . . ____________________

Type options, press Enter.
 1=Select   7=ROA
                                                                  Last    Msg
Opt Name                          Birth   Case ID      Stat Notified  ID
 _ DABNEY,CARY,WARE                7/02/76  6-019508-FH C     8/23/18 #PAY
      419-555-8877  Cell# Text Msg
 _ DACHS,JOSHUA,LEE               11/27/77 97-001041-FH C

 _ DADO,SALAH,                     7/01/78  4-015279-FH C

 _ DADOVICH,PETER,ALLEN            8/28/74  4-014052-FH C

 _ DADOVICH,PETER,ALLEN            8/28/74 99-004355-FH C

 _ DADY,DANIEL,AARON               7/17/85 14-035972-FH D  W

                                                                  More...

F3=Exit   F12=Cancel
You must enter Caller ID in System Customization to Continue.
```

The dashboard area shows how the defendant is configured in the DNT system.

This column shows the last time the defendant was notified and what message they received.

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

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

```
C0725DMC                Notification Message Selection        8/23/18  16:24:11

Position To / Last Message ID selected . . . #PAY

Type options, press Enter.  Selected Case: 06-019508-FH
 1=Select                                  DABNEY,CARY,WARE
                                           419-555-8877
Opt  Msg ID  Message Text
 _   #PAY REMINDER-PAY
             This is a reminder from  «CRTNAME»  «CNTYADDR»  «CNTYADDR2»
             «CNTYCITY», «CNTYSTATE»  «CNTYZIP»  that your payment of
             «PPAMTDUE» is due on «PPDUEDT». Contact the court at «CNTYPHONE»
             if you have any questions. Failure to comply with the court's
             order may subject you to the penalty for contempt of court.

 _   PPRM PP REMINDER
             ATTENTION! Important message from the «CRTNAME»! This is a
             REMINDER for «DEFFRSTNAM» «DEFLASTNAM» of your upcoming Payment
             Plan payment of «PPAMTDUE» which is due on «PPDUEDT».  This
             message is a free courtesy from the «CRTNAME».


F3=Exit   F12=Cancel                                                  More...
Last sent message #PAY retrieved for user C0725DMC.
```

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 (If DNT Enabled)
Option 1 – Notifcation Message Selection
Preview Results of Resloved Message

```
C0725DMC                    Notification M

Position To / Last Message ID selecte

Type options, press Enter.  Selected
 1=Select

Opt   Msg ID  Message Text
 1    #PAY REMINDER-PAY
            This is a reminder from
            «CNTYCITY», «CNTYSTATE»
            «PPAMTDUE» is due on «PP
            if you have any question
            order may subject you to

 _    PPRM PP REMINDER
            ATTENTION! Important mes
            REMINDER for «DEFFRSTNAM
            Plan payment of «PPAMTDU
            message is a free courte

F3=Exit    F12=Cancel
```

```
Preview Results
This is a reminder from 7TH
CIRCUIT COURT COUNTY CLERK 900 S.
SAGINAW FLINT, MI 48502  that your
payment of $100.00 is due on
09/03/18. Contact the court at
810-257-3220 if you have any
questions. Failure to comply with
the court's order may subject you
to the penalty for contempt of
court.  Reply 'OPTOUT' to Cancel
this service.  Message and Data
rates may apply.

F12=Cancel
```

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

```
D6000DMC                Circuit Court Collect Maintenance      8/23/18  15:15:12
                                                                Mode: ALL
Position to name . . . ________________________________ or Case . . . ________
Type MAINTENANCE options, press Enter.
 2=Payment Plan  3=Case Notes  6=Notification Letter  7=ROA  C=Change Status
 D=Decd  G=Demogr  N=SSN  P=PrtROA  R=ResetLvl  S=Stop/Start  X=Excuse More...
  ( X = Collection Agency)  ┌──────────── SSN Entry / Change ────────────┐
Opt Name                    │                                            │  s  S
 _  ABLES,PENNY,            │ Type information, press Enter.             │
      999 AdH Rst _1_       │                                            │
 _  ABOUSAMRA,ABRAHIM,YOUSS │ Name . . : ABRAHAM,JACQUELINE,             │
      504 Nts _0_           │ DOB  . . :  6/03/62                        │
 N  ABRAHAM,JACQUELINE,     │                                            │
      999                   │ SSN  . . . _____________                   │
 _  ABRAHAM,MICHAEL,LEROY J │                                            │
      999                   │ F3=Exit   F12=Cancel                       │
 _  ABRAHAM,MICHAEL,LEROY-J │                                            │
      999 Nts Rst _2_       └────────────────────────────────────────────┘
 _  ABRAHAM,MICHAEL,LEROY-JOHN,     8/24/80 11-028182-FH         733.98 C
      999 Nts _2_
                                                                      More...
F3=Exit   F5=All   F6=No Pay Plan   F7=Pay Plan   F9=Wage Cancellation
F10=Address Sync   F11=PP History   F12=Cancel    F20=Legend   F23=More Options
```

The SSN Entry / Change screen will allow for quick entry of a defendant's SSN, which will be stored on the JIS party file, as if it was entered from the JIS party screen.

Screen function keys are as follows:

F3=Exit	Exits the Payment Plan History Payment Inquiry screen and returns the user to the Circuit COLLECT System Main Menu.
F12=Cancel	Exits the SSN Entry / Change screen and returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan

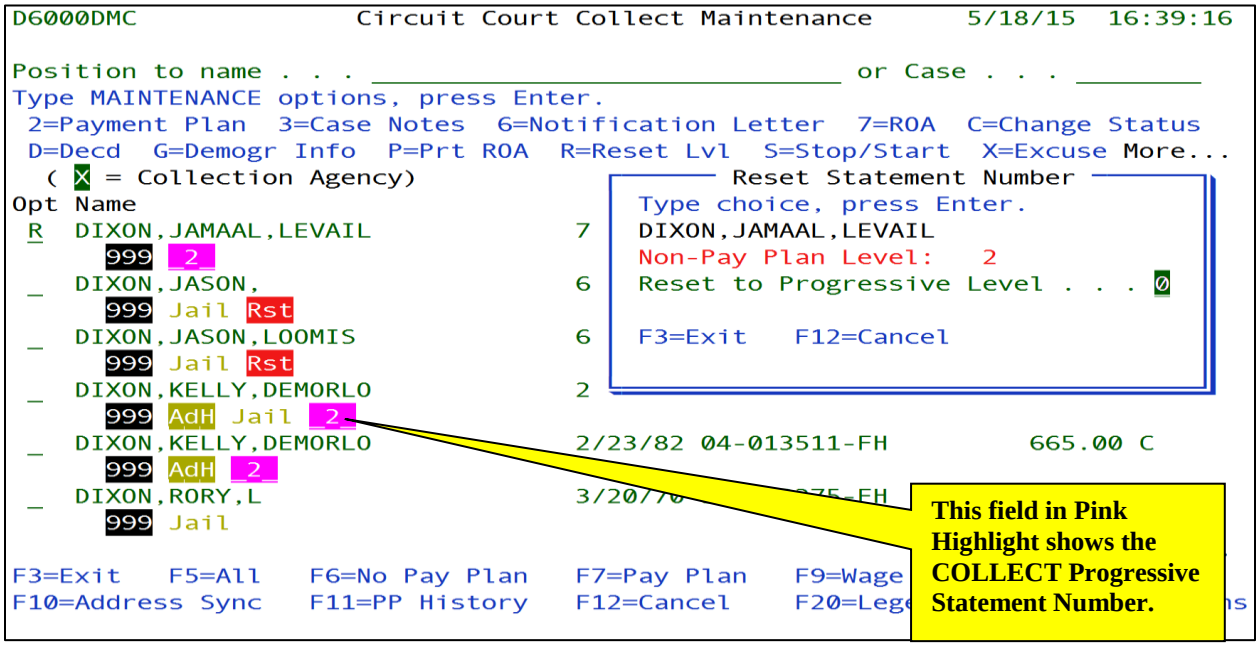
Option P=Print ROA

The print option will allow the user to quickly request a report of the ROA directly from the JIS system.

```
CLOSED     FOJ              CASE REGISTER OF ACTIONS          09/02/09  PAGE   1
02-009292-FH JUDGE NEITHERCUT    FILE 01/22/02  ADJ DT 05/16/02 CLOSE  07/09/02
             GENESEE COUNTY                                   SCAO:SEC B LINE 03

D 001 ANDERSON,KRISTI,VOLETTE              DOB: 09/23/69    SEX: F  RACE: B
      5404 MAPLEBROOK LANE                 CTN:250100369801 TCN:
      FLINT, MI  48507                     SID:
                                           DLN:XXXXXXXXXXXXX ST:XX
      ATY: CLARK,DAVID B.,                 PROSECUTOR: LEYTON,DAVID S.,
           P-34995  810-235-5333 RETAINED              P-35086
      LOWER DISTRICT:  D68  CTY# 25  CASE# 01-2215FY   PRELIM: HELD  12/12/01
      INCARCERATION DATE:            DISTRICT ARRAIGNMENT:


R 001 MET LIFE INSURANCE AGENCY,, OWE   $8050.27 REC   $2700.27 BAL   $5350.00

                                 Bond History
-------------------------------------------------------------------------------
     Num       Amount                Type            Posted Date    Status
     ---  ----------------  ---------------------  -----------  -----------
      1          $5,000.00  Personal Recognizance

                                   Charges
-------------------------------------------------------------------------------
Num Type      Charge(Pacc)   Asc/Trf  Charge Description    Offense Dt  Dsp Evt
--- ---- ------------------- ------- ---------------------- ----------  --- ---
01  ORG  750.72-A                    ARSON DWELLING HOUSE      05/04/01
    LES  750.771B1                   ARSON PRE BRN $200 -$1000           NOC MSH
02  ORG  500.45111                   INSURANCE-FRADULENT ACTS  05/21/01
    LES  500.45111            A      INSURANCE-FRADULENT ACTS            NOC MSH

                                 Assessments
-------------------------------------------------------------------------------
   Account                    Ordered      Adjusted          Paid       Balance
-----------------------  ------------  ------------  ------------  ------------
RESTITUTION                $8,050.27          $.00     $2,700.27-    $5,350.00
CRIME VICTIM FEE              $60.00          $.00        $60.00-         $.00
DNA-FLINT PD                  $60.00          $.00        $60.00-         $.00
                         ------------  ------------  ------------  ------------
      TOTAL:               $8,170.27          $.00     $2,820.27-    $5,350.00
      PAYMENT DUE: 10/31/06      LATE FEE DATE: 12/27/06

                         Actions, Judgments, Case Notes
-------------------------------------------------------------------------------
 Num   Date   Judge       Chg/Pty  Event Description/Comments
---- -------- ---------- -------  ---------------------------------------------
   1 01/22/02 NEITHERCUT          RETURN TO CIRCUIT COURT                CLK SLJ
                                  SET NEXT DATE FOR: 01/28/02  1:30 PM  CLK
                                    ARRAIGNMENT
                                  CT.1-ARSON-DWELLING HOUSE              CLK
                                  CT.2-INS.-FRAUDULENT ACTS              CLK
   2 01/25/02                     INFORMATION                            CLK MML
   3                              CENTRAL INTAKE REPORT FILED            CLK MML
   4 01/28/02                     PROSECUTOR'S DEMAND FOR MANDA-         CLK MML
                                  TORY DISCLOSURE BY THE DEFENSE         CLK
                                  AND STATEMENT OF SERVICE               CLK
   5                       00099  ARRAIGNMENT                            CRT MML
                                  PLED NOT GUILTY                        CRT
                                  I/R DEFT PLED NOT GUILTY TO            CRT
                                  THE CHARGES. COURT SET PRE-            CRT
```

Maintenance: 1. Collections / Payment Plan

Option R=Reset 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 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 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 S=Stop Code/Start

```
D6000DMC                Circuit Court Collect Maintenance

Position to name . . . ______________________________ or Case
Type options, press Enter.
 2=Payment Plan  3=Case Notes  6=Notification Letter  7=ROA
 A=Addr Hst  C=Chg Stat  D=Decd  H=PP          Stop Code Se

Opt Name  ( X = Collect Agency)          Type selection, press E
 _  EDGESTON,DESHAWN,CASANOVA      10/   Stop Code Selection .
      999 Pris Rst
 _  EDGEWORTH,JAMES,EDWARD          5/   Code Desc/ROA Text
      999 Jail                            A   Address Stop-Bad Addr on File
 S  EDMOND,DERRICK,DESHUAN          4/    S   Stop Send Overdue Pymt Notice
      999 Pris                            T   test stop added
 _  EDMOND,DERRICK,DESHUN           4/    W   CASE IN WARRANT-STOP COLLECT
      999 Jail
 _  EDMOND,JOHNNY,REMONE            9/
      999 AdH Jail                                                Bottom
 _  EDMOND,TINA,RENE                2/   F12=Cancel
      999 Pris

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

All stop codes (except "A" and "S") can be user defined in the Customization area of the system. ROA text for Adding and Removing the stop code can also be user defined.

The main collection screen will also allow the user to stop or start an individual case from receiving a statement. To add a stop code to a case the user needs to put an 'S' in the option column and press Enter. A window will appear if the system has user defined stop codes. If no stop codes other that system supplied stop codes of "A"=Address Stop and "S"=COLLECT Stop, a standard stop code of "S" will be selected. If additional user defined stop codes have been defined on your system, the Stop Code Selection window will be displayed to allw the user to place a specific stop code on the case. This is a way for the users to place specific stop codes on cases and report on those specific cases to better track their progress. The ROA will be updated with the specific text associated with the stop code. The stop code selected will be displayed on the main collect screen.

To remove the stop code the user needs to again put an 'S' in the option column and press Enter, the Stop Code indicator character in the far right hand column of the screen will disappear indicating that the case does not have a stop code. The user defined stop code ROA text will be written to the ROA.

NOTE: The stop code is applied at the case level, so if a defendant has multiple cases that need to be stopped, an 'S' must be placed on all cases.

If an 'A' appears in the stop code column, this will indicate an address stop is applied to the defendant by the Statement Returned Mail Tracking process and can only be removed through Case Address Synchronization when a new address is applied. Any other letter or number appearing in the stop code column will indicate that user defined stop code placed on the case.

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 (If DNT Enabled)

```
D6000DMC     Defendant Phone Number / Enrollment Maintenance  8/23/18  15:48:39

Type information, press Enter.

Defendant Information: GADDY,STEVEN,FITZGERALD                DOB:  7/20/66
                       2840 BERKLEY

                       FLINT, MI  48504

Phone Number . . . . . . . . . .  _____________

Cell / Land Line . . . . . . . .  _  (C=Cell, L=Land Line)
Notification Preference. . . .    _  (T=Text, V=Voice)

Print Authorization Form . . .    _  (Y=Yes, N=No)
Send Authorization Text Msg. .    _  (Y=Yes, N=No)

STOP Notification Process. . .    _  (Y=Stop, blank=Notify)



F3=Exit   F12=Cancel
```

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

Screen input edits are as follows:

- Phone Number is required. The system will try and retrieve a phone number from ANY recent case, open or closed. 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.

- Notification Preference is required and will define how the defendant wished to receive their notifications. 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.

- At least one (or Both) of the following are required:
  - Print Authorization Form will immediately print the Court defined form for the Defendant to read and sign.
  - Send Authorization Text Message is an alternate method of authorization and will force the Defendant to respond to a Text Message immediately sent by the court with a 4 digit code displayed. The Defendant must reply to the message with the exact code. When that code is received, their enrollment is authorized.

- 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 sytem receives and OPT-OUT reply from the Defendant’s phone from any message sent by the court.

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

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 program and returns the user to the Collect Main Menu.
F12=Cancel	Exits the Enrollment screen and returns the user to the Collections Maintenance screen.

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

```
C0725DMC                Wage Assignment Payment Inquiry       8/24/18  10:24:23

View information, press Enter.   Name: DANTZLER,JEROME,
Date Issued:  1/05/17             DOB: 12/27/61  Case ID: 15-037962-FH
Emp: ACTION HUMAN RESOURCES STAFFING SERV.   Total Wage Assignment:   2,037.60
     ATTN PAYROLL DEPT / 915 S GRAND TRAVE   Current Balance Due:     1,935.60
     FLINT, MI  48502                        Issued for: $51.00 per week
   Date      Amount                   Receipt   Account
   Paid       Paid         Balance    Number    Code  Description
  3/16/17      22.95-     2,014.65   00134564  CV    CVR 90%
  3/16/17       2.55-     2,012.10   00134564  CV    CVR 10%
  3/16/17      25.50-     1,986.60   00134564  SMC   STATE MINIMUM COSTS
  3/21/17      22.95-     1,963.65   00134714  CV    CVR 90%
  3/21/17       2.55-     1,961.10   00134714  CV    CVR 10%
  3/21/17      25.50-     1,935.60   00134714  SMC   STATE MINIMUM COSTS

  Totals:     102.00- 2 Payments

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

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 Payment Plan 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: **CxxxxPDF** 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 Assignment Payment

F10=Print Report (Example)

Page 1 **25 - 7TH CIRCUIT COURT** 8/24/18 10:26:32
Wage Assignment Payment Report

Name: DANTZLER,JEROME,
DOB: 12/27/61 **Case ID:** 15-037962-FH

Date Issued: 1/05/17
Emp: ACTION HUMAN RESOURCES STAFFING SERV.
ATTN PAYROLL DEPT / 915 S GRAND TRAVE
FLINT, MI 48502

Total Wage Assignment: 2,037.60
Current Balance Due: 1,935.60
Issued for: $51.00 per week

Date Paid	Amount Paid	Balance	Receipt Number	Account Code	Description
3/16/17	22.95-	2,014.65	00134564	CV	CVR 90%
3/16/17	2.55-	2,012.10	00134564	CV	CVR 10%
3/16/17	25.50-	1,986.60	00134564	SMC	STATE MINIMUM COSTS
3/21/17	22.95-	1,963.65	00134714	CV	CVR 90%
3/21/17	2.55-	1,961.10	00134714	CV	CVR 10%
3/21/17	25.50-	1,935.60	00134714	SMC	STATE MINIMUM COSTS

Totals: 102.00- 2 Payments

** End of Report **

Maintenance: 1. Collections / Payment Plan

Option X=Excuse Payment

You now have the ability to excuse Past Due payments.

```
D6000DMC                    Payment Plan Excuse Payment        10/17/16  16:32:49

Name: ADAMS,QUOMEINI,RAJAI                        DOB: 11/29/80
Date of Agreement  . . . :  8/01/16  Grace:1          Total P-P Amt:   1,482.00
Payment Verification . . . FULL Amount              P-P Balance Due:   1,482.00
Type options, press Enter.                         MONTHLY Payment Plan
 1=Excuse WITH EXTENSION   5=Excuse NO EXTENSION   9=Modify Due Date
          Day   Date      Amount   Date       Amount
Opt Pay#  Due   Due        Due     Paid        Paid      Balance Status
      1   Mon  8/01/16     50.00                        1,482.00 MISSED payment
 _    2   Thu  9/01/16     50.00                        1,482.00 MISSED payment
 _    3*  Fri  9/30/16     50.00                        1,482.00 MISSED payment
 _    4   Tue 11/01/16     50.00
 _    5   Thu 12/01/16     50.00
      6*  Fri 12/30/16     50.00
 _    7   Wed  2/01/17                                            ** EXCUSED **
 _    8   Wed  3/01/17     50.00
 _    9*  Fri  3/31/17     50.00
 _   10   Mon  5/01/17     50.00
 _   11   Thu  6/01/17     50.00
 _   12*  Fri  6/30/17     50.00
                                                                        More...
F3=Exit   F5=Case IDs   F12=Cancel                        (*,! Date adjusted)
Payment for  2/01/17 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. Only future due dates (from the current date) 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.

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

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

```
D6000DMC                    Payment Plan Excuse Payment        10/17/16  16:32:49

Name: ADAMS,QUOMEINI,RAJAI                        DOB: 11/29/80
Date of Agreement  . . . :  8/01/16  Grace:1          Total P-P Amt:   1,482.00
Payment Verification . . : FULL Amount              P-P Balance Due:   1,482.00
Type options, press Enter.                        MONTHLY Payment Plan
 1=Excuse WITH EXTENSION   5=Excuse NO EXTENSION   9=Modify Due Date
          Day   Date       Amount   Date        Amount
Opt Pay#  Due   Due         Due     Paid         Paid      Balance Status
       1  Mon  8/01/16      50.00                          1,482.00 MISSED payment
       2  Thu  9/01/16      50.00                          1,482.00 MISSED payment
       3* Fri  9/30/16      50.00                          1,482.00 MISSED payment
       4  Tue 11/01/16      50.00
 9     5  Thu 12/01/16      50.00
       6* Fri 12/30/16      50.00
       7  Wed  2/01/17                                            ** EXCUSED **
       8  Wed  3/01/17      50.00
       9* Fri  3/31/17      50.00
      10  Mon  5/01/17      50.00
      11  Thu  6/01/17      50.00
      12* Fri  6/30/17      50.00
                                                                        More...
F3=Exit   F5=Case IDs   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 greace days.

For example with the scenerio above, the user could enter any date from 09/06/16 thru 10/25/16. This includes weekends and holidays due to the fact that more and more courts are taking payments on line.

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

F9=Wage Cancellation

```
D6000DMC            Circuit Wage Cancellation Maintenance     10/17/16  15:50:58

Type options, press Enter.              All cases are Closed, with No Amount Due
 6=Print Wage Cancellation   7=ROA
                                        Date of                    Asmt Sent
Opt  Name                                Birth    Case ID            Date
 _   AARON,ROBERT,                      11/14/68  00-006342-FH      7/31/07
 _   RUCKER,RUBBIE,                      6/18/71  01-008185-FH      7/27/06
 _   MCCONNELL,KYLE,THOMAS               2/05/84  02-009712-FH      2/09/06
 _   PEARCE,CHARLES,ANTHONY              7/28/80  03-011804-FH      2/14/06
 _   BROWN,JOSHUA,MICHAEL                7/14/80  04-013590-FH      3/15/06
 _   BARR,RONALD,LEE                     5/14/59  05-016455-FH      6/13/06
 _   TALTON,DEANDRE,TARAY                6/25/75  05-016818-FH      7/27/06
 _   CAWOOD,DUSTIN,DALE                  4/26/86  06-018307-FH      8/10/06

                                                                          Bottom
F3=Exit   F7=Print All   F9=Cancel All (No Print)   F12=Cancel
```

This screen displays any closed case with a zero balance and at least one outstanding Wage Assignment. It allows the user to select the case or cases to print wage terminations to send to the appropriate employers. When option six is used the same screen flow will be followed as described above under Option 9. If F7=Print All is pressed, a wage termination will print for all the individuals in the list. There will be no further user interaction required.

Screen input edits are as follows:

- 6=Print Wage Cancellation and 7=ROA are the only valid options. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Wage Cancellation Print and returns the user to the Collections Maintenance screen.
F7=Print All	Prints a Wage Cancellation for all cases displayed in the list.
F9=Cancel All	Cancels the Wage Assignments for all cases displayed in the list, and will not print the Wage Cancellation form.
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

```
D6000DMC      Circuit Court Case Address Synchronization      9/01/10  14:09:18
                                                                Mode: ALL
Position to name . . . ________________________________

Type options, press Enter.       Group:
 1=Select for Group   5=Case Inquiry   7=Display ROA
                                                          Date of     Amount
Opt  Name                          Case ID      Party     Birth        Due
 _ » ASBELL,KENNETH,ARTEGO         98-204176-DP D 001                      .00
 _   ASBERRY,ANTOINO,LEMONT,       95-053313-FH D 001   2/21/1973        40.00
 _   ASBERRY,BRENDA,K              95-181245-DO D 001                      .00
 _   ASBERRY,DAVID,                92-015821-NI D 001                      .00
 _   ASBERRY,GREGORY,              97-058996-DP D 001                      .00
 _ » ASBERRY,GREGORY,              98-205999-DP D 001                      .00
 _   ASBERRY,ZONTE,LESHON          02-243219-DP D 001                      .00
 _   ASBERRY,ZONTE,LESHONE         03-012662-FH D 001   2/05/1979       725.00
 _ » ASBERRY,ZONTE,LESHONE         98-209146-DP D 001                      .00
 _   ASBESTOR CLAIMS MANAGE. CORP,, 99-064622-NP D 007                      .00
 _   ASBESTOR CLAIMS MANAGEMENT,,   00-069137-NP D 011                      .00
 _   ASBESTOS CLAIMS MANAG INC,,    94-027954-NP D 007                      .00
 _   ASBESTOS CLAIMS MANAGE. CORP,, 96-050416-NP D 030                      .00
                                                                        More...
F3=Exit   F5=Restart   F6=All   F7=Diff   F8=Felony   F10=Diff Rpt   F12=Cancel
```

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 work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list 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 work-list was positioned.

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 Collections System Main Menu.
F5=Restart	Resets the screen to its initial state.
F6=All	Change the program mode to display all cases.

Maintenance: 2. Case Address Synchronization

F7=Differences	Change the program mode to display only cases where a difference is detected. The Differences key will show the address differences for the current mode of the program.
F8=Felony	Change the program mode to display only felony cases.
F10=Diff Report	This key will submit the Address Differences Report. I will list all cases grouped by name/DOB where an address difference is detected.
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<ENTER>

```
D6000DMC      Circuit Court Case Address Synchronization     9/01/10  14:43:08
                                                            Mode: FELONY-DIFF
Position to name . . . ________________________________

Type options, press Enter.       Group: NORFLEET,MATTHEW,JOHN
 1=Select for Group   5=Case Inquiry   7=Display ROA
                                                        Date of     Amount
Opt  Name                          Case ID      Party    Birth        Due
   » NORFLEET,MATTHEW,JOHN         95-053083-FH D 001  11/25/1976       40.00
   » NORFLEET,MATTHEW,JOHN         99-005125-FH D 001  11/25/1976    2,661.32
 _   NORFUL,VINCENT,LARON          00-006700-FC D 001   6/06/1976         .00
 _ » NORFUL,VINCENT,LARON          98-002060-FH D 001   6/06/1976    1,000.00
 _   NORMAN,TOM,JR                 00-006635-FC D 001   7/04/1968         .00
 _ » NORMAN,TOM,JR                 00-006749-FC D 001   7/04/1968         .00
 _ » NORMAN,TOM,JR                 00-006773-FH D 001   7/04/1968         .00
 _   NORRIS,JAMES,AUGUST,II        00-006534-FH D 001   5/04/1982         .00
 _ » NORRIS,JAMES,AUGUST,II        05-017409-FH D 001   5/04/1982         .00
 _   NORTH,CARY,                   02-009613-FH D 001  10/28/1959       60.00
 _ » NORTH,CARY,                   99-005039-FH D 001  10/28/1959    3,191.75
 _ » NORWOOD,ALEXANDRA,LEE         03-011321-FH D 001   2/14/1984       60.00
 _ » NORWOOD,ALEXANDRA,LEE         03-011673-FH D 001   2/14/1984      220.00
                                                                     More...
F3=Exit   F5=Restart   F6=All   F7=Diff   F8=Felony   F10=Diff Rpt   F12=Cancel
Selected case(s) added to group.                                            +
```

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 work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list 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 work-list was positioned.

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.

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

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the Collections System Main Menu.
F5=Restart	Resets 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	Change the program mode to display all cases.
F7=Differences	Change the program mode to display only cases where a difference is detected.
F10=Diff Report	This key will submit the Address Differences Report. I will list all cases grouped by name/DOB where an address difference is detected.
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
<ENTER>

```
D6000DMC     Circuit Court Case Address Synchronization    9/03/2009  11:51:46

Type options, press Enter.
 1=Select for Synchronize   4=Remove from Group    5=Case Inquiry
                            Amount
Opt  Name    Case      Party      Due     DOB      Address
 _  NORFLEET,MATTHEW,JOHN           11/25/1976 2116 SLOAN ST
        95-053083-FH D 001         40.00
        Filed: 10/30/1995 DLN: N614589429902  FLINT, MI 48504
 _  NORFLEET,MATTHEW,JOHN           11/25/1976 4906 DRUMMOND SQ
        99-005125-FH D 001      2,661.32
        Filed: 11/04/1999 DLN: N614589429902  FLINT, MI 48506

                                                                   Bottom
F3=Exit   F12=Cancel
```

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 of 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 Collections System Main Menu.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen.

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

```
D6000DMC      Circuit Court Case Address Synchronization     9/03/2009  11:51:46

Type options, press Enter.
 1=Select for Synchronize   4=Remove from Group    5=Case Inquiry
                              Amount
Opt  Name    Case      Party     Due     DOB      Address
 _   NORFLEET,MATTHEW,JOHN          11/25/1976 2116 SLOAN ST
        95-053083-FH D 0
        Filed: 10/30/199
 1   NORFLEET,MATTHEW,JOH
        99-005125-FH D 0
        Filed: 11/04/199
                                 Group Synchronization
                                Type choices, press Enter.

                                Address. . 4906 DRUMMOND SQ
                                           ____________________________
                                City . . . FLINT
                                State. . ? MI        Zip . . 48506 _____

                                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 work-list 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, City, and Zip fields are optional. A blank address will not 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 Collections 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              9/03/2009  11:56:09

 View information, press Enter.

 Court/Case/Party . . : 25 99-005125-FH   D 001
 Name . . . . . . . . : NORFLEET,MATTHEW,JOHN
 Address  . . . . . . : 4906 DRUMMOND SQ

 City/State/Zip . . . : FLINT                 MI 48506

 Drivers License  . . : N614589429902
 Case Filed Date  . . : 11/04/1999
 Last Action/Date . . :
 Amount Due . . . . . :     2,661.32
 Warrent  . . . . . . :
 Case Status  . . . . : C


 Birth Date . . . . . : 11/25/1976
 Race/Sex . . . . . . : W  / M


 F3=Exit   F6=Add to Group   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 Collections System Main Menu.
F6=Add to Group	Adds the case displayed to the selection group on the Case Synchronization Selection screen.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen or the Case Address Synchronization screen.

Maintenance: 3. Name Synchronization

```
_D0800DMC                    Name Synchronization          1/12/07  15:13:58

 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 date of birth 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.

Statements: 4. Statement Print

```
D0800DMC                    Statement Print Selection          5/31/07  08:30:29

Type choices, press Enter.

Statement date  . . . . . . . . :  5/31/07

Run . . . . . . . . . . . . . . . _          (T=Trial Report, S=Statements)

Print statements for  . . . . . . _          (1=Payment plan cases)
                                             (2=All other open cases)
Statement number  . . . . . . . . ___
Statement text  . . . . . . . . . ? ___
Maximum number to print . . . . . 99999

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

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

The Statement text parameter can be customized to allow the user to select specific text ID's (as shown) or use default text ID's based on Statement number.

The 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 customization area. When this menu option is selected, the parameters that have been entered in 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.

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 show the user what cases the system is selecting as overdue. If the user is satisfied with the results, they can process with the actual statement run. 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. 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 COLLECT application will assume they were all mailed. All statement runs will be logged to the register of actions, the collections history, and the collections reprint function. The selected statement 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 closed 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 999 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 text ID's. Depending on how your system is configured, different ranges of text ID's are valid based on the form the statement will be printed on. The text ID ranges are as follows:

(1 - 100 Standard Statement Mailer or Postcard)
(101 - 800 Notification Letter)
(801 - 900 Warrant Letter)
(901 - 999 Warrant Statement Mailer or Postcard)

'Maximum Number to Print'

This field is required and will accept any non-zero number. 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.

Statements: 4. Statement Print

'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.

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          1/15/07  07:36:21
                                Statement Text Selection
Type    Type options, press Enter.
         1=Select
Run     Opt  ID  Statement Text (First 7 Lines)
         _   101 It has come to our attention that your balance is overdue.
                 Please send payment within 15 days or additional costs may
Prin    LETTER   be assessed and/or a warrant will be issued for your
                 arrest.
Stat
St
M
        102      It has come to our attention that your balance is overdue.
                 Please send payment within 102 days or additional costs may
        ER        be assessed and/or a warrant will be issued for your
                  arrest.
                                                                      Bottom
        F3=Exit   F12=Cancel

F3=E
```

Based on your customization setting, you will only be shown and able to select text ID's that corresponds with the form it will be printed on.

This screen will display all of 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 ID's 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 – Person Level:

```
D0800DMC              COLLECT Statement Logic Tailoring      1/15/07  07:48:50
 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  . . . . . . . . . . .  _  25.00   (Greater than or equal)

Defendants Eliminated Cases  . . . . . . . I           (I = Include)
                                                       (E = Exclude)
                                                       (D = Exclude Defendant)

Exclude Blank Address  . . . . . . . . . . Y           ('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 for the Person Level and the Case Level. Batch Level parameters are not allowed to be overridden. This feature will allow the user to change the selection logic for the current run, without permanently modifying the system customization parameters. 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
F7=Override Selection Criteria – Case Level:

```
D0800DMC                COLLECT Statement Logic Tailoring        5/31/07  08:32:36
 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

Exclude Cases Older Than . . . . . . . . . _1/01/2000   (Offense Date-MM/DD/YYYY)
Exclude Warrant Cases  . . . . . . . . . . N            ('Y'es, 'N'o)
Exclude Prison Cases . . . . . . . . . . . Y            ('Y'es, 'N'o)
Exclude Boot Camp Cases  . . . . . . . . . N            ('Y'es, 'N'o)
Exclude Jail Cases . . . . . . . . . . . . N            ('Y'es, 'N'o)
Non Pay Plan Last Activity Date Aging  . _30            (Number of days)
  Additional Grace Period  . . . . . . . . __5          (Number of days)

 O V E R R I D E                                                O V E R R I D E
F3=Exit   F12=Cancel
Previous screen values have been updated.
```

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

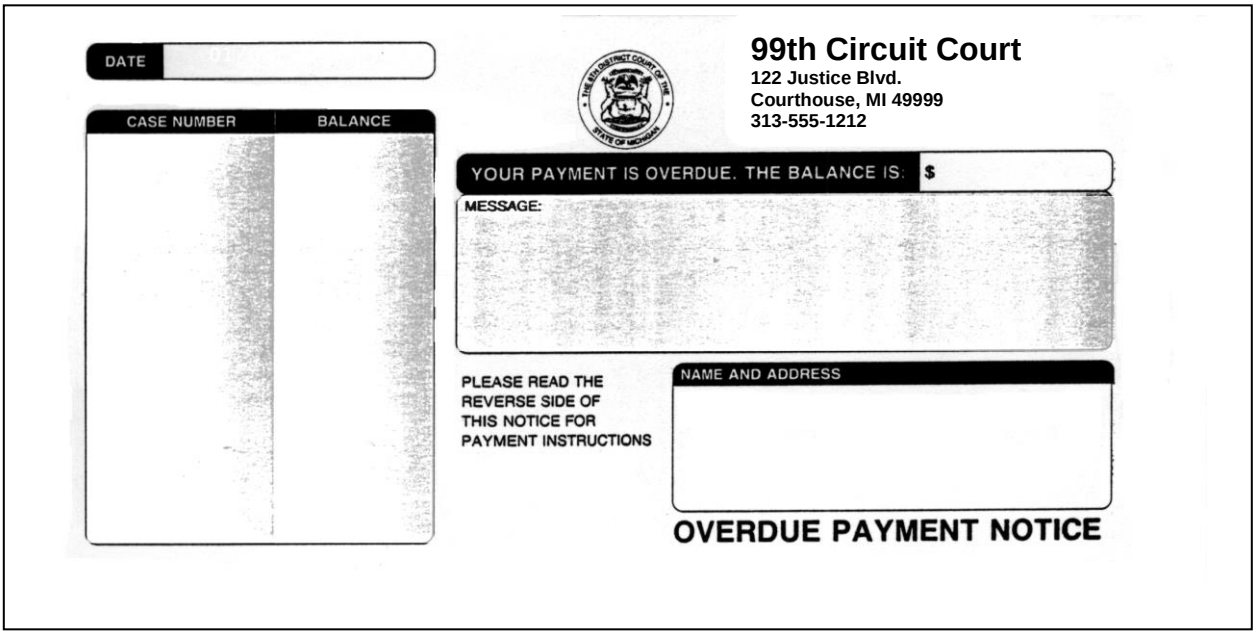
Screen input edits are as follows:

- 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. Statement Print
Statement/Mailer - Sample Form:



DATE

CASE NUMBER	BALANCE

99th Circuit Court
122 Justice Blvd.
Courthouse, MI 49999
313-555-1212

YOUR PAYMENT IS OVERDUE. THE BALANCE IS: $

MESSAGE:

PLEASE READ THE REVERSE SIDE OF THIS NOTICE FOR PAYMENT INSTRUCTIONS

NAME AND ADDRESS

OVERDUE PAYMENT NOTICE

Statements: 4. Standard Statement Print
Notification Letter - Sample Form:

99th Circuit Court

122 Justice Blvd.
Courthouse, MI 49999

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

1/15/07

AARON A ABBOTT
209 PARK ST
GAINES, MI 48436

Dear AARON A ABBOTT:

It has come to our attention that your balance is overdue. Please send payment within 102 days or additional costs may be assessed and/or a warrant will be issued for your arrest.

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

03-013249-FH $1,779.48

YOUR TOTAL BALANCE DUE IS: $1,779.48

Collection Department

99th Circuit Court

OPNL (04/2005)

Statements: 4. Standard Statement Print
Trial Report - Example:

```
Page:    1                                  0725 - 7TH CIRCUIT COURT                                          9/03/08  13:07:15
                                                Statement Trial Print

Selection Criteria:
  Run . . . . . . . . . . . . . . . :        T  Trial Report            Person Level:
  Print Statements for . . . . . . :        2  (All Other Clsd Cases)    Minimum Balance Due  . . . . . :      1.00
  Statement Number . . . . . . . . :        1                            Defendants Eliminated cases  . :        E (Exclude)
  Statement Text . . . . . . . . . :        1                            Exclude Blank Address  . . . . :        Y
  Statement Date . . . . . . . . . :  9/03/08
  From Date. . . . . . . . . . . . :   000000                          Case Level:
  To Date. . . . . . . . . . . . . :   000000                            Exclude Cases Older Than . . . :  1/01/00
                                                                         Exclude Warrant Cases  . . . . :        N
Batch Level:                                                             Exclude Prison Cases . . . . . :        Y
  Statement Form Layout  . . . . . :        M                            Exclude Boot Camp Cases  . . . :        N
  Maximum Number to Print  . . . . :       10                            Exclude Jail Cases . . . . . . :        N
  Print Exception Report . . . . . :        Y                            Non Pay Plan Lst Act Date Age  :       30
  Track Returned Statements  . . . :        B                            Grace Period . . . . . . . . . .        5

       Message To Be Sent . . . . . . :          The 7th Judicial Circuit has a computer system to
                                         track individuals who have outstanding fines and cost. Our
                                         records indicate that your account is PAST due.
                                         **YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY***
                                         Failure to make a payment may result in a bench warrant for
                                         your arrest. Payment can be made in cash, money order or
                                         credit card.
                                         Reimbursement Office 810.257.2711 Mon-Fri 8:00 - 5:00
                                         **** Payment arrangements must be made in person ****

        Name:                                Address:                                Amount Due:    *----- Case # & Offense -----*

     ROBERT WALTER CROSS                 2324 FARRAND RD.                                  60.00   04-013392-FH   OPERATING-OUIL/
                                         CLIO, MI 48420

     JOSEPH ALLEN GUTHRIE                1822 MABLE ST                                  1,026.00   01-007610-FH   LARCENY BUILDIN
                                         FLINT, MI 00000

     MARCUS LAMAR HARRISON               1210 CALDWELL                                     60.00   02-009396-FH W WEAPONS-CARRY C
                                         FLINT, MI 00000

     LAMONT HOWARD                       14841 SPRING GARDEN ST                         1,888.00   04-015301-FH   CNTRL SUB POSSE
                                         DETROIT, MI 48205 3518                                    06-017644-FH   WEAPONS-CARRY C

     DELANO DEJUAN MARTIN                9602 WOODMONT STREET                             925.00   06-019008-FH   CONTR SUB DEL L
                                         DETROIT, MI 48227

     JERRY LEE MCMATH JR                 5209 DORRIS ST                                   316.00   01-008425-FH   MOTOR VEH UNLAW
                                         CHATTANOOGA, TN 37410
```

```
Page:    2                                  0725 - 7TH CIRCUIT COURT                                          9/03/08  13:07:15
                                                Statement Trial Print

        Name:                                Address:                                Amount Due:    *----- Case # & Offense -----*
     ADAM ROY PALMER                     NEW PATHS                                         120.00   02-009379-FH W FLEE & ELUDE
                                         FLINT, MI 00000

     JAMES TY SPOHN                      7142 SNUG WATERS RD                            75,194.28   05-017056-FH   CHILD SUPPORT F
                                         NAVARRE, FL 32566

     MATTHEW JON WITZKA                  2722 ORCHARD LN                                   470.00   02-009271-FH   OPERATING-IMPAI
                                         FLINT, MI 00000

     DAJUNN CHRISTOPHER YOUNGBLOOD       157 E BRIXDALE                                  8,496.30   02-009916-FH   UTTERING & PUBL
                                         DETROIT, MI 48203
                                                        Report Total Amount Due:      88,555.58
                                                                   Total Cases:             11
                                                              Total Statements:             10

                                                    ** End Of Report **
```

Statements: 4. Standard Statement Print
Mailer Exception Report - Example:

```
Page    1                                  0725 - 99TH CIRCUIT COURT                                    1/15/07     9:29:24
                                        Circuit Collections - Statement Exception Report

 Name                                    Birth     Case ID        Reason
,,,                                    01/15/88                   Maximum number of statements reached.
AARON,ANTOINE,LEONTIEV                 07/17/77   03-011976-FH   LAST ACTIVITY DATE greater than the statement date.
                                                  03-011976-FH   Defendant at a different STATEMENT NUMBER level.
                                                  03-011976-FH   PAY PLAN Case.
AARON,ROBERT,                          11/14/68   00-006342-FH   Payment plan STOP CYCLE set to "Yes".
                                                  00-006352-FH   Payment plan STOP CYCLE set to "Yes".
ABBE,DARIN,JEROME,                     09/08/73   94-050287-FH   Offense date is less then the CUTOFF DATE.
                                                  94-050287-FH   Defendant is in JAIL.
                                                  94-050287-FH   Payment plan STOP CYCLE set to "Yes".
ABBOTT,AARON,A                         08/18/85   03-013249-FH   LAST ACTIVITY DATE greater than the statement date.
                                                  03-013249-FH   Defendant at a different STATEMENT NUMBER level.
                                                  03-013249-FH   PAY PLAN Case.
ABBOTT,LEONARD,GUESS                   10/01/85   04-013800-FH   Defendant is in JAIL.
ABBOTT,LLOYD,LEROY                     12/27/58   03-012340-FH   Defendant is in JAIL.
ABBOTT,RONALD,K                        12/21/76   98-003740-FH   Defendant is in PRISON.
                                                  98-003740-FH   LAST ACTIVITY DATE greater than the statement date.
                                                  98-003740-FH   Defendant at a different STATEMENT NUMBER level.
ABBOTT,RONALD,KEITH                    12/21/76   01-007714-FC   Defendant is in PRISON.
                                                  01-007714-FC   Defendant at a different STATEMENT NUMBER level.
                                                  01-007714-FC   PAY PLAN Case.
                                                  94-049831-FH   Offense date is less then the CUTOFF DATE.
                                                  94-049831-FH   Defendant is in PRISON.
                                                  94-049831-FH   Defendant at a different STATEMENT NUMBER level.
                                                  94-049831-FH   PAY PLAN Case.
ABDULLAH,AHMAD,HANEE                   11/30/80   03-012014-FH   Defendant at a different STATEMENT NUMBER level.
ABERNATHY,DAVID,SCOTTY                 11/17/63                  BLANK ADDRESS.
                                                  93-048415-FH   Offense date is less then the CUTOFF DATE.
                                                  93-048415-FH   Defendant at a different STATEMENT NUMBER level.
                                                  93-048415-FH   PAY PLAN Case.
ABERNATHY,LYNDON,DALE                  10/17/62   04-013979-FH   Defendant is in PRISON.
                                                  04-013979-FH   Defendant at a different STATEMENT NUMBER level.
                                                  04-013979-FH   PAY PLAN Case.
                                                  98-003298-FH   Defendant is in PRISON.
                                                  98-003298-FH   Defendant at a different STATEMENT NUMBER level.
                                                  98-003298-FH   PAY PLAN Case.
ABERNATHY,WALTER,THOMAS                10/28/35   00-005873-FH   Defendant is in PRISON.
ABLES,PENNY,                                      92-046618-FH   Offense date is less then the CUTOFF DATE.
ABRAHAM,JACQUELINE,                    06/03/62   93-048323-FH   Offense date is less then the CUTOFF DATE.
ABRAHAM,MICHAEL,LEROY JOHN             08/24/80   99-004788-FC   Defendant is in PRISON.
ABRAHAM,RANDY,                         09/04/67   00-005426-FH   Defendant is in PRISON.
ABRAHAM,SHADEED,                       05/18/78   96-053749-FH   Defendant is in JAIL.
                                                  96-054180-FH   Offense date is less then the CUTOFF DATE.
                                                  96-054180-FH   Defendant is in PRISON.
```

Statements: 5. Warrant Statement Print

```
D0800DMC                    Statement Print Selection          5/31/07  08:35:29
 W A R R A N T                                                  W A R R A N T
Type choices, press Enter.

Statement date  . . . . . . . . .  5/31/07

Run . . . . . . . . . . . . . . . _          (T=Trial Report,S=Statements)

Print statements for  . . . . . . _          (1=Payment plan cases)
                                             (2=All other closed cases)
Statement number  . . . . . . . . ___
Statement text  . . . . . . . . . ? ___
Maximum number to print . . . . . __100

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




 W A R R A N T                                                  W A R R A N T
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      9/22/08  10:27:47
COLLECTION AGENCY                                              COLLECTION AGENCY
Type choices, press Enter.

Extract date  . . . . . . . . . . :  9/23/08

Run . . . . . . . . . . . . . . . . _          (T=Trial Report)
                                               (E=Extract)

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

Maximum number to extract . . . .  200




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

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

```
C0725DMC        Circuit Court Collect Reprint Selection      8/24/18  08:06:08

Position to Run Date . . . ________

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

     ( = Collect Agency Extract)  Rpt       *-Statement-*  *--- Offense ---*
Opt  Run Date  Run Time  User       Typ  For  Nbr      Date      Date Range
 _    8/23/18  13:11:39  D6000DMC        N/L  120   8/23/18
 _    8/23/18  13:11:01  D6000DMC        N/L  120   8/23/18
 _    8/23/18  13:06:52  D6000DMC        N/L  120   8/23/18
      8/23/18  13:01:21  D6000DMC        N/L  120   8/23/18
 _    7/20/18  10:26:34  D6000DMC    S   PPL    1   7/20/18  --none-- --none--
 _    7/20/18   8:31:17  D6000DMC    S   PPL    1   7/20/18  --none-- --none--
 _    7/20/18   8:18:27  D6000DMC    S   PPL    1   7/20/18  --none-- --none--
 _    7/19/18  13:49:58  D6000DMC    S   PPL    1   7/19/18  --none-- --none--
 _    3/19/18  11:21:18  D6000DMC        N/L  120   3/19/18
 _    3/19/18  11:16:40  D6000DMC        N/L  120   3/19/18
 _    3/19/18  11:16:32  D6000DMC        N/L  120   3/19/18
 _    3/19/18  11:16:25  D6000DMC        N/L  120   3/19/18
                                                                   More...
F3=Exit   F7=All Mailers   F12=Cancel
```

This screen will be displayed to the user when menu option 6 is selected from the main menu. This option allows the user to view the history of the statement runs. The information in this work-list is created every time the user generates statements from menu option '4=Standard Statement Print' or '5=Warrant Statement Print' on the COLLECT System Main Menu.

The line items in the work-list 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 work-list to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The work-list 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 work-list. The options are described in more detail on the following pages.

Statements: 7. Statement Reprint

Screen function keys are as follows:

F3=Exit	Return to previous display (Collections System Main Menu).
F7=All Mailer	This key will display a list of individuals that have received statements/mailers by name. If a person has received multiple mailers, there will be multiple entries in the work-list with their name. The screen process for this function key will be outlined following the next few pages which explain 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

```
C0725DMC                    Statement Run Information          8/24/18  08:25:19

View information, press Enter.
Run date - time - user . . . :  7/20/18  10:26:34  D6000DMC

Trial Report/Statements  . . . . . . : S         Statements
Report Type  . . . . . . . . . . . . : 1         Payment Plan Cases
Statement number . . . . . . . . . . :   1
Statement text . . . . . . . . . . . : 101
Statement date . . . . . . . . . . . : 07/20/18
Offense date range (from)  . . . . . : --none-- thru --none--
Batch:
  Statement form layout  . . . . . . : T         Mailers
  Maximum number to print  . . . . . :     50
  Print exception report . . . . . . : N
  Track returned statements  . . . . : C
  Payment Plan Parameter Override  . : C
Person:
  Minimum balance due  . . . . . . . :      1.00
  Defendants eliminated cases  . . . : E
  Exclude blank address  . . . . . . : Y

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 work-list. 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

```
C0725DMC                    Mailer Run Information            8/24/18  08:25:46

View information, press Enter.

Run date - time - user . . . :  7/20/18  10:26:34  D6000DMC

Case:
  Case selection date  . . . . . . . : C
  Exclude cases older than . . . . . : 01/01/2004
  Exclude warrant cases  . . . . . . : N
  Exclude prison cases . . . . . . . : Y
  Exclude boot camp cases  . . . . . : N
  Exclude jail cases . . . . . . . . : N
  Non-plan days  . . . . . . . . . . :  30
  Grace period . . . . . . . . . . . :   5





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

When option '6=Reprint Statements' is selected for one of the line items in the work-list, 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

```
C0725DMC        Circuit Court Collect Reprint Selection      8/24/18  08:26:48

Run date . . . . . . :  7/20/18       Statement date . . . :  7/20/18
Run time . . . . . . : 10:26:34       Statement number . . :   1
Run user . . . . . . : D6000DMC

Position to name . . .

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

Opt   Name ( =DNT-No Stmt Mailed)   Birth Date    Balance Due
 _    ALLEN,ANDREW,SCOTT,             4/24/96      20,197.20
 _    ALLEN,DANE,ELLIOTT              3/16/87         712.60
 _    AUSTIN,TERRENCE,DARIUS,JR       4/10/96         361.30
 _    BAHR,ZACHARY,TYLER              7/02/89       7,007.42
 _    BAUMAN,STEVEN,ANTHONY          11/19/87       2,308.40
 _    BOWLES,TRAVIS,PAUL-MERRITT
 _    BOWMAN,PATRICIA,                3/14/61         172.63
 _    BYRAM,TRACY,LYNN                5/05/66         752.20
 _    CARPENTER,RENEE,ALEXANDRA       6/21/93         392.60
                                                                  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 option 7 is selected for one of the line items in the work-list. This option allows the user to view the individual statements/mailers generated for the run date.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list 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=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 work-list. The options are described in more detail on the following pages.

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

```
C0725DMC                    Mailer Information              8/24/18  08:34:46
View information, press Enter.

Run date . . . . . . . :  7/20/18
Run time . . . . . . . : 10:26:34
Run user . . . . . . . : D6000DMC
Statement Date . . . . :  7/20/18
Statement Number . . . :   1
Name . . . . . . . . . : BAUMAN,STEVEN,ANTHONY
Birth date . . . . . . : 11/19/87
Total Balance Due  . . :     2,308.40

Case Id       Balance Due  Case Id       Balance Due  Case Id       Balance Due
12-030155-FH       762.60
16-039695-FH     1,545.80






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 work-list. This option allows the user to view the individual cases that appeared on the statement/mailer when it was originally generated.

```
C0725DMC                    Mailer Information              8/24/18  08:35:26
View information, press Enter.

Run date . . . . . . . :  7/20/18
Run time . . . . . . . : 10:26:34     DNT entry, No Statement Generated.
Run user . . . . . . . : D6000DMC
Statement Date . . . . :  7/20/18
Statement Number . . . :   1
Name . . . . . . . . . : BOWLES,TRAVIS,PAUL-MERRITT
Birth date . . . . . . :  6/13/92
Total Balance Due  . . :     9,731.55

Case Id       Balance Due  Case Id       Balance Due  Case Id       Balance Due
14-035044-FH     7,756.35
14-035787-FH     1,975.20






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 Mailers

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

This process will use the address in the JIS case master, not the address used when the statement/mailer was generated. This will allow for the user to change incorrect address and resend the statement/mailer with the corrected address.

This option IS NOT valid on DNT entries.

Statements: 7. Statement Reprint
F7=All Mailers

```
C0725DMC        Circuit Court Collect Reprint Selection      8/24/18  08:46:33

Position to name . . . _______________________________

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

          ( = DNT-No Stmt Mailed)  Birth                        Stmt    Stmt
Opt  Name ( = Collect Agency Run)  Date      Balance Due        Date    Nbr
 _   BOWLES,TRAVIS,MERRITT          9/12/67        586.00   11/16/15   002
 _   BOWLES,TRAVIS,MERRITT          9/12/67      1,612.50   10/15/15   001
 _   BOWLES,TRAVIS,MERRITT          9/12/67      1,612.50   10/12/15   104
 _   BOWLES,TRAVIS,MERRITT          9/12/67        586.00    9/17/15   103
 _   BOWLES,TRAVIS,MERRITT          9/12/67        636.00   12/15/14   003
 _   BOWLES,TRAVIS,MERRITT          9/12/67        636.00    9/02/14   002
 _   BOWLES,TRAVIS,MERRITT          9/12/67        636.00    7/16/14   001
 _   BOWLES,TRAVIS,PAUL-MERRITT     6/13/92      9,731.55    7/20/18   001
 _   BOWLES,TRAVIS,PAUL-MERRITT     6/13/92      9,731.55    7/20/18   001
 _   BOWLES,TRAVIS,PAUL-MERRITT     6/13/92      9,991.55    1/18/17   002
 _   BOWLES,TRAVIS,PAUL-MERRITT     [illegible]/13/92     10,061.55   11/15/16   001
 _   BOWLES,TRAVIS,PAUL-MERRITT     6/1[illegible]      10,096.55    9/19/16   002
                                                                      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 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 sent to an individual.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list 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 Mailers 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 work-list. The options function the same as when they are selected from Option 7 - Statement Reprint screen. They are defined on the previous pages.

Menus: 8. Reporting

```
D6000DMC            Circuit COLLECT System Reporting Menu    9/25/13  15:54:59

Select one of the following:

 Reports:  1. Balance Due                        14. 3rd Party Collection Payment
           2. Show Cause Hearing                 15. Incarceration Release Date
           3. Payment Plan Partial Payment       16. Deceased Defendant
           4. Payment Plan Expiration            17. Payment Plan Past Due
           5. Money Collected
           6. Money Collected by Event
           7. Statements Sent
           8. Event Sent
           9. Never Received a Statement
          10. Wage Assignment
          11. Address Stop
          12. Stop Code
          13. Incomplete Address


Type selection, press Enter.  ===>

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

This screen will be displayed to the user when 8. Reporting is selected from the main menu. This option allows the user to select which report they would like to print.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect 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

```
D6000DMC                    Balance Due Report Selection        6/09/14  15:02:00

Type choice, press Enter.

Date range . . . . . 6/09/14 to  6/09/14

Report selection . . 1  (1 = All Cases)
                        (2 = Payment Plan Cases)
                        (3 = Non-Payment Plan Cases)

Report type  . . . . 1  (1 = Detail)
                        (2 = Summary)

Case status  . . . . 1  (1 = All Cases)
                        (2 = Closed Cases Only)

Defendant status . . 1  (1 = All)
                        (2 = Prison)
                        (3 = Boot Camp)
                        (4 = Jail)
                        (5 = All but Prison, Boot Camp, Jail)

F3=Exit   F12=Cancel
```

The Balance Due Report Selection will allow the user to print the balance due report in detail or summary format with totals by name/date of birth combination. Type in the 'report basis', 'report type', 'case status', and 'defendant status' (if something other than the default values from the option 1. System Tailoring section of the option 80. Customization 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 selection equals:

"1=All Cases" - All closed cases, both on a payment plan and not on payment plan will be included on the report.

"2=Payment Plan Cases" - All closed cases on a payment plan will be included on the report.

"3=Non-Payment Plan Cases" - All closed cases NOT on a payment plan will be included on the report.

When Report type equals:

"1=Detail" – Includes the details of each case along with a total page.

"2=Summary" – Only the total page will be included on the report.

Menus: 8. Reporting
Reports: 1. Balance Due

When Case status equals:

"1=All Cases" – Both open and closed cases will be included on the report.

"2=Closed Cases Only" – Only cases that are closed will be included on the report.

When Defendant status equals:

"1=All" – All defendants whether they are in prison or jail or not will be included on the report.

"2=Prison" – Only defendants that are in prison will be included on the report.

"3=Boot Camp" – Only defendants that are in boot camp will be included on the report.

"4=Jail" – Only defendants that are in jail will be included on the report.

"5=All but Prison, Boot Camp, Jail" – Only defendants that are not in prison, boot camp, or jail will be included on the report.

Screen input edits are as follows:

- The report basis 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.
- The report type field is a required entry and will only accept a 1=Detail or 2=Summary. Anything else will generate an edit error.
- The case status field is a required entry and will only accept a 1=All Cases or 2=Closed Cases Only. Anything else will generate an edit error.
- The defendant status field is a required entry and will only accept a 1=All, 2=Prison, 3=Boot Camp, 4=Jail, or 5=All but Prison, Boot Camp, Jail.

Screen function keys are as follows:

F3=Exit	Exits Balance Due Report Selection and returns the user to the Reporting 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
Balance Due Report Example:

Page: 1 — 0725 - 7TH CIRCUIT COURT — BALANCE DUE REPORT — 5/31/07 9:14:53

Date Range: 1/01/07 To 5/31/07 Report Basis: All Cases Report Type: Detail
Defendant Status: All

Name	Date of Birth	Case ID	Pay Plan	Stop Cycle	Last Payment Date	Warrant				Balance Due
ABELS,NATHEN,TILDON	4/26/87	07-019710-FH	N	Y						15,746.97
1618 NEW YORK		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	.00	DUE:	60.00
FLINT, MI 48506		STATE MINIMUM COSTS		ORDERED:		60.00	PAID:	.00	DUE:	60.00
		RESTITUTION		ORDERED:		15,626.97	PAID:	.00	DUE:	15,626.97
										15,746.97
ABELS,NICHOLAS,JOHNATHAN	11/02/88	07-019712-FH	N	Y						15,746.97
1618 NEW YORK		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	.00	DUE:	60.00
FLINT, MI 48506		STATE MINIMUM COSTS		ORDERED:		60.00	PAID:	.00	DUE:	60.00
		RESTITUTION		ORDERED:		15,626.97	PAID:	.00	DUE:	15,626.97
										15,746.97
ABERNATHY,LARRY,WAYNE	11/01/47	06-019381-FH	N	Y						744.00
334 E ROSEWOOD		COURT COSTS		ORDERED:		500.00	PAID:	.00	DUE:	500.00
DEFIANCE, OH 43512		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	.00	DUE:	60.00
		STATE MINIMUM COSTS		ORDERED:		60.00	PAID:	.00	DUE:	60.00
		LATE FEE		ORDERED:		124.00	PAID:	.00	DUE:	124.00
										744.00
ADAMS,MARK,ANTHONY	4/18/61	06-018370-FC	N	Y						60.00
2069 EAST. 81ST, #1		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	.00	DUE:	60.00
,,				ORDERED:			PAID:		DUE:	
										60.00
AKERS,JEFFREY,ALAN	4/26/74	06-019075-FH	N	Y						1,770.00
16015 FISH LAKE ROAD		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	.00	DUE:	60.00
HOLLY, MI 48442		STATE MINIMUM COSTS		ORDERED:		60.00	PAID:	.00	DUE:	60.00
		COURT COSTS		ORDERED:		500.00	PAID:	.00	DUE:	500.00
		COST OF PROSECUTION		ORDERED:		150.00	PAID:	.00	DUE:	150.00
		ATTORNEY FEE		ORDERED:		500.00	PAID:	.00	DUE:	500.00
		FINES		ORDERED:		500.00	PAID:	.00	DUE:	500.00
										1,770.00
ALEMIEDA,ISIDRO,RODRIQUEZ	5/15/84	07-019713-FH	N	Y						620.00
5131 DAKOTA AVE		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	.00	DUE:	60.00
FLINT, MI 48506		STATE MINIMUM COSTS		ORDERED:		60.00	PAID:	.00	DUE:	60.00
		COURT COSTS		ORDERED:		500.00	PAID:	.00	DUE:	500.00
										620.00
ALEXANDER,GENE,AUTRY	8/13/80	06-019051-FH	N	Y	3/01/07					730.00
1905 PASADENA AVENUE		***		ORDERED:		560.00	PAID:	560.00	DUE:	.00
FLINT, MI 48504		CRIME VICTIM FEE		ORDERED:		60.00	PAID:	20.00	DUE:	40.00
		COURT COSTS		ORDERED:		200.00	PAID:	.00	DUE:	200.00
		FINES		ORDERED:		200.00	PAID:	.00	DUE:	200.00
		ATTORNEY FEE		ORDERED:		250.00	PAID:	.00	DUE:	250.00

Page: 52 — 0725 - 7TH CIRCUIT COURT — BALANCE DUE REPORT — 5/31/07 9:14:53

Date Range: 1/01/07 To 5/31/07 Report Basis: All Cases Report Type: Detail
Defendant Status: All

Name	Date of Birth	Case ID	Pay Plan	Stop Cycle	Last Payment Date	Warrant	Balance Due

Account Totals:	Ordered	Paid	Due
CRIME VICTIM FEE	21,275.00	2,254.50	19,020.50
STATE MINIMUM COSTS	25,825.00	2,204.50	23,620.50
RESTITUTION	1,145,348.56	3,473.32	1,141,875.24
COURT COSTS	122,300.00	4,696.68	117,603.32
LATE FEE	7,039.00	.00	7,039.00
COST OF PROSECUTION	1,800.00	.00	1,800.00
ATTORNEY FEE	30,650.00	204.00	30,446.00
FINES	42,000.00	630.00	41,370.00
***	17,260.00	17,260.00	.00
DNA-FLINT TWP PD	60.00	.00	60.00
JAIL PROCESSING FEE	1,760.00	.00	1,760.00
DRUG COURT FEE	2,700.00	.00	2,700.00
EXTRADITION FEE	3,070.00	.00	3,070.00
	1,421,087.56	30,723.00	1,390,364.56

Pay plan totals: 0 defendants
0 cases

** END OF REPORT **

Menus: 8. Reporting

Reports: 2. Show Cause Hearing

```
C0725DMC              Show Cause Hearing Report Selection      8/24/18   08:53:49

Type choices, press Enter.

Report selection . . . . . . . . . . . . . . . . . . 1    (1=Payment plan cases)
                                                          (2=All other closed cases)

Include cases with number of statements sent . . 2   (Greater than or equal)

Exclude "Stop Code" cases (regular & address)   . Y    (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' and 'exclude "stop code" cases' (if something other than the default values from the option 1. System Tailoring section of the option 80. 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 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.

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.

.

Menus: 8. Reporting

Reports: 2. Show Cause Hearing

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 ‘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 Reporting 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

Show Cause Hearing Report Example:

Page: 1 — 0725 - 7TH CIRCUIT COURT — 9/08/09 14:03:38

SHOW CAUSE HEARING REPORT

Minimum Statements Sent: 2 — Payment Plan Cases — Exclude "Stop Code" Cases: Y

Name	Date of Birth	Case ID	Balance Due
DEONTE ALONZO ATKINS	8/15/86	05-016657-FH	1,944.00
DERRICK DESHAUN BACKSTROM	12/02/79	04-014007-FH	180.00
DERRICK DESHAUN BACKSTROM	12/02/79	04-014047-FH	180.00
STEVEN CARNELL BAILEY	9/05/68	03-011658-FH	85.00
SHAROD NICHOLAS BANKS	10/24/86	05-016478-FH	1,164.00
MICHAEL STEVEN BARRETT	3/22/84	05-016085-FH	7,398.72
TIMOTHY LEE BEATH	9/11/75	06-018630-FH	959.00
CHARLIE LAMONT BELL	6/03/86	06-018614-FH	816.00
BRADLEY BOYD BETTS	12/16/85	05-016723-FH	744.00
FRANKLIN GEORGE BIVINS	1/03/79	06-017952-FH	144.00
WILLIAM ODESSA BLACKMON	9/30/55	06-017921-FH	204.00
ANTHONY LAJUAN BLAKELY	11/19/77	06-018950-FH	972.00
JOSEPH BLANTON-WILLIAMS	5/15/88	05-016878-FH	654.00
DANIEL GENE BOWYER	8/27/77	06-017915-FC	2,773.44
MICHELLE E BOWYER	5/17/75	06-017914-FC	1,765.44
BENJAMIN LEE BRADLEY	11/17/72	05-015834-FH	634.00
DECLYDE PIERRE BREWTON	12/17/86	06-018526-FH	1,944.00
MAJOR , BROWN	2/14/83	03-012908-FH	2,235.00
PETRINA RENEE BROWN	10/02/76	04-014568-FH	620.00
STEVEN ANTHONY BROWN	8/10/76	04-014932-FH	400.00
STEVEN ANTHONY BROWN	8/10/76	93-049295-FH	505.00
TIMOTHY HENRY BROWN	3/31/77	04-013371-FH	310.00
TYRONE DRELL BROWN	6/04/80	05-016345-FH	1,336.00
ANTHONY DUAIN BRYANT	7/29/77	04-015131-FH	765.00
ANTHONY DUAIN BRYANT	7/29/77	06-017922-FH	1,944.00
LATOYA SHONTA BUFORD	1/14/82	06-018633-FH	2,144.00
LASHAN JR BURKS	2/03/83	06-018451-FH	1,944.00
DAVID ROBERT CALL	1/18/74	06-017540-FH	1,416.00
KEN K CHILDRESS	12/02/72	01-009173-FH	8,175.36
HEATH D CROMWELL	2/21/73	06-017733-FH	135,102.74
VICTOR SHAWN GRAY	6/04/65	06-018366-FH	144.00
NATHANAEL JACOB LYNN	2/16/86	06-018659-FH	11,919.99

** END OF REPORT **

Menus: 8. Reporting
Reports: 2. Show Cause Hearing
Direct Scheduling into the JIS system

```
C0725DMC                Direct Scheduling for Show Cause      8/24/18  09:07:08
                                Pay Plan Cases
Type options, press Enter.
 1=Select for SCH   7=ROA
                Last       Last     Days   Date of                          Balance
Opt  Name       Stmt      Payment   Over    Birth    Case ID      Stat        Due
 █   ABULIBDEH,SAMIER,MOHAMMAD            5/02/86 04-014639-FH C          1,008.00
               7/15/16    3/21/16   886
 _   ABULIBDEH,SAMIER,MOHAMMAD            5/02/86 14-034535-FH C          1,357.60
               7/15/16    5/19/16   827
 _   ADAMS,LASSIDERE,FIERRO                1/22/89 07-021120-FH C          1,953.40
               9/18/15    7/19/10   999
 _   ADAMS,QUOMEINI,RAJAI                 11/29/80 05-015752-FH C          1,482.00
               9/18/15    9/18/07   999
 _   ALBRECHT-HORNUNG,BRITTANY,J           9/28/91 16-038998-FH C          1,880.60
              11/15/16    9/07/16   716
 _   ALEMAN,RUDI,LEE                       3/02/78 03-012435-FH C          3,860.00
              11/15/16    4/06/09   999
 _   ALEXANDER,COREY,JOSEPH                9/15/91 12-031239-FH C            837.60
              11/15/16              809
                                                                            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 and returns the user to the COLLECT System Reporting Menu.
F7=Select All	Selects every available entry for processing into the JIS Scheduling program.
F12=Cancel	Returns the user to the Show Cause Report Selection screen.

Menus: 8. Reporting
Reports: 2. Show Cause Hearing
Direct Scheduling into the JIS system

```
C0725DMC                 Direct Scheduling for Show Cause      8/24/18  09:07:08
                                  Pay Plan Cases
Type options, press Enter.
 1=Select for SCH   7=ROA
                Last      Last     Days   Date of                        Balance
Opt  Name       Stmt     Payment   Over    Birth   Case ID     Stat        Due
 1  ABULIBDEH,SAMIER,MOHAMMAD            5/02/86 04-014639-FH C         1,008.00
              7/15/16   ──────────── Default Scheduling Parameters ──────────────
 1  ABULIBDEH,SAMIER,M
              7/15/16   Type Default Schedule parms, press Enter.
 _  ADAMS,LASSIDERE,FI
              9/18/15   Event . . . . . ? ___
 _  ADAMS,QUOMEINI,RAJ   Next Action
              9/18/15     Date / Time . . __________  _____ _
 _  ALBRECHT-HORNUNG,B     Type  . . . . ? ___
             11/15/16     Judge . . . . ? _____
 _  ALEMAN,RUDI,LEE        Courtroom . . ? ____
             11/15/16     Print . . . . . _
 _  ALEXANDER,COREY,JO
             11/15/16   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:

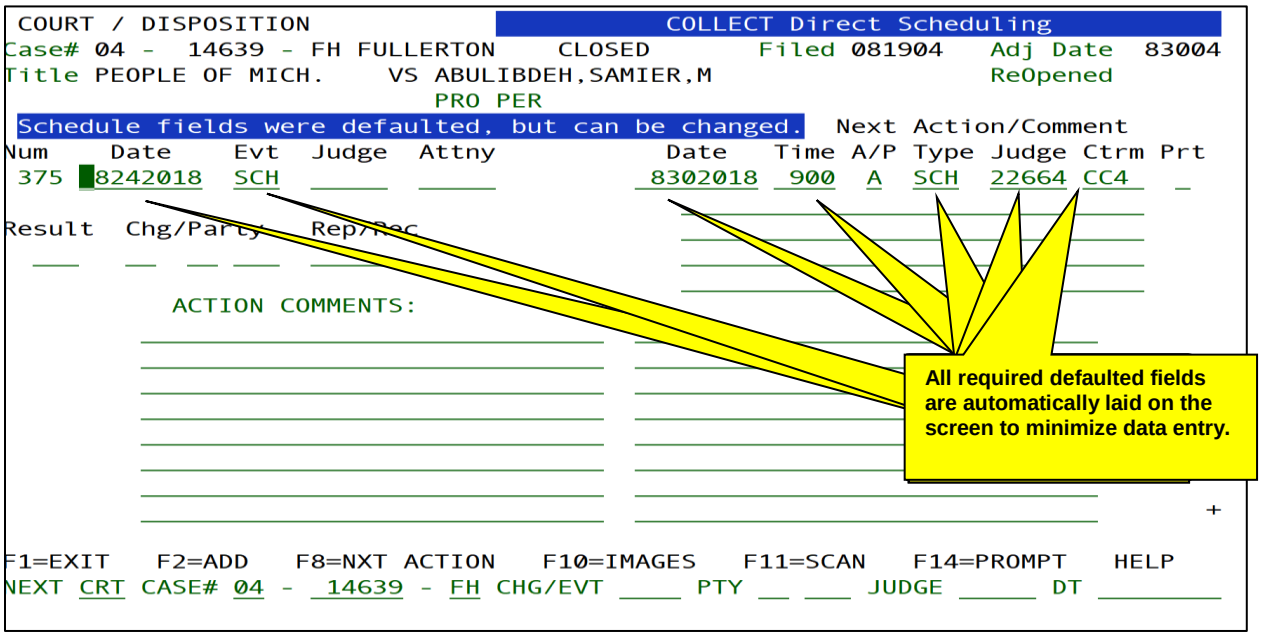
- Event Code is a required entry and must be a valid code as defined in the JIS system. F4=Prompt will allow for a selection from all valid Event Codes.
- Date / Time are required entry and must be a valid future date with a valid time.
- Type Code is a required entry and must be a valid code as defined in the JIS system. F4=Prompt will allow for a selection from all valid Type Codes.
- 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.
- Courtroom is a required entry and must be defined in JIS. F4=Prompt will allow for a selection from all valid Courtrooms.
- Print is an optional field. If entered it must be either “Y” or “X”:

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



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 onlyh 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 F1=Exit key to return.

Menus: 8. Reporting
Reports: 2. Show Cause Hearing
Direct Scheduling into the JIS system

An entry here in yellow denotes the type of hearing the Defendant was scheduled for.

```
C0725DMC                Direct Scheduling for Show Cause                    08
                                Pay Plan Cases
Type options, press Enter.
 1=Select for SCH   7=ROA
                Last       Last     Days   Date of                          Balance
Opt  Name       Stmt      Payment  Over    Birth    Case ID      Stat        Due
 _   ABULIBDEH,SAMIER,MOHAMMAD            5/02/86 04-014639-FH C          1,008.00
               7/15/16   3/21/16  886  SCH scheduled on 08/30/18 at  9:00 am
 █   ABULIBDEH,SAMIER,MOHAMMAD            5/02/86 14-034535-FH C          1,357.60
               7/15/16   5/19/16  827  SCH scheduled on 08/30/18 at  9:00 am
 _   ADAMS,LASSIDERE,FIERRO               1/22/89 07-021120-FH C          1,953.40
               9/18/15   7/19/10  999
 _   ADAMS,QUOMEINI,RAJAI                11/29/80 05-015752-FH C          1,482.00
               9/18/15   9/18/07  999
 _   ALBRECHT-HORNUNG,BRITTANY,J          9/28/91 16-038998-FH C          1,880.60
              11/15/16   9/07/16  716
 _   ALEMAN,RUDI,LEE                      3/02/78 03-012435-FH C          3,860.00
              11/15/16   4/06/09  999
 _   ALEXANDER,COREY,JOSEPH               9/15/91 12-031239-FH C            837.60
              11/15/16             809
                                                                          More...

F3=Exit   F7=Select All   F12=Cancel
ABULIBDEH,SAMIER,MOHAMMAD for caseID 14-034535-FH has been scheduled.        +
```

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 prevoiusly 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 of 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 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: 8 25 - 7TH CIRCUIT COURT 9/08/09 14:45:47

PAYMENT PLAN PARTIAL PAYMENT REPORT

Name	Date of Birth	Pay#	Date Due	Amount Due	Date Paid	Amount Paid
WALKER,TOM,JENELL	2/06/76	1	6/03/06	200.00	6/15/06	100.00
WHITLEY,DEANGELO,VINCENT	2/04/82	1	5/01/06	50.00	9/07/06	12.00
		2	5/31/06	50.00	9/07/06	12.00
		3	6/30/06	50.00	9/07/06	12.00
		4	7/30/06	50.00	9/07/06	12.00
		5	8/29/06	50.00	9/07/06	12.00
WILLIAMS,CORTEZ,ESTELLE	11/15/87	6	2/03/07	76.00	2/14/07	30.00
WILLIAMS,LANGSTON,DAVID	1/08/86	1	7/01/06	86.00	8/04/06	50.00
WILLIAMS,ROBERT,LEWIS	1/18/66	3	9/13/06	60.00	9/27/06	45.00
WILSON,RICHARD,ALLEN,III	6/18/81	1	1/14/07	75.00	2/02/07	3.00
WILSON,WILLARD,LEE	6/08/48	2	10/20/06	280.00	12/04/06	50.00
		3	11/19/06	280.00	12/04/06	50.00
WRIGHT,JOSEPH,ALAN	12/08/78	1	11/13/06	100.00	12/06/06	5.00

Number of defendants on a payment plan: 911
Number of defendants with partial payments: 102
Number of partial payment entries found: 298

** END OF REPORT **

Menus: 8. Reporting

Reports: 4. Payment Plan Expiration

```
D6000DMC          Payment Plan Expiration Report Selection    9/08/09  14:54:07

Type choice, press Enter.

Days within expiring . . . . . . . . . . 45  (Number of days)



F3=Exit    F12=Cancel
```

The Payment Plan Expiration Report lists all of 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 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                                    0725 - 7TH CIRCUIT COURT                                                  9/08/09    14:54:13
                                          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.
                                          Payment      Date of     Total Pay    Expire                  Remaining
Name                              DOB     Frequency    Agreement    Plan Amt     Date    Case ID        Amount Due
TABER,DANA,                     2/21/77  MONTHLY       9/15/08     1,840.00    9/15/09  95-052404-FH     1,840.00
                                                                                                TOTAL:     1,840.00
      Total Payment Plans set to Expire:          1
                                                        ** End of Report **
```

Menus: 8. Reporting

Reports: 5. Money Collected

```
D6000DMC                Money Collected Report Selection      6/15/11  14:07:05

Type choices, press Enter.

Report basis . . . . . . . . . . . . . . .                (1 = Payments)
                                                          (2 = Statements)

Date range . . . . . . . . . . . . . . . .  6/15/11 to  6/15/11   (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). . . . . . . ? FH  __  __  __   (JIS Case Types)
                                         __  __  __  __   (Leave blank for all)
                                         __  __  __  __   (Use F4 to modify)
                                         __  __  __  __
                                         __  __  __  __


F3=Exit   F4=Prompt   F12=Cancel
```

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 something other than the default values from the option 1. System Tailoring section of the option 80. Customization is requested), 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.

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/mailer payments from non-statement/mailer payments, or to discredit the payment on a stale mailer. If you use 999, it will look to the beginning of time prior to the payment and report payments if any statement/mailer 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/mailer. If you use 999, it will look through the current date for any payment made since the statement/mailer 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/mailers 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/mailers 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/mailer and non-statement/mailer 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/mailers 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

All case types will be included on the report.

List of valid JIS case types

All case types selected will be included on the report.

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 Reporting Menu.
F4=Prompt	Allows for the selection and/or de-selection of case types to be included on the report. If no case types are selected, all case types will be included on 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.

Menus: 8. Reporting
Reports: 5. Money Collected
Report Example based on Payments

Page 1 — 0725 - 7TH CIRCUIT COURT — Collections - Money Collected Report — 6/15/2011 14:17:19

Selection Parameters: Payments From 01/01/07 To 03/01/07 Days from Last Statement: 90 Report Type: Statement Detail
Case Type(s): FH

Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan
ALEXANDER,ANDRAY,	06-018012-FH	1001	02/21/07	124.31-	91.69	02/09/07	M	
ALEXANDER,GENE,AUTRY	06-019051-FH	1001	01/17/07	10.00-	730.00	01/08/07	M	PP
ALEXANDER,GENE,AUTRY	06-019051-FH	1001	03/01/07	30.00-	730.00	02/23/07	M	PP
ALEXANDER,VERNADINE,	06-019087-FH	1001	02/02/07	270.00-	.00	01/29/07	M	
ALLEN,ANTHONY,JERMAINE	06-018342-FH	1001	02/07/07	20.00-	1,090.00	01/29/07	M	PP
ALLEN,CRYSTAL,SHONTEL	05-016486-FH	1001	02/08/07	50.00-	781.61	02/02/07	M	PP
ALLEN,CRYSTAL,SHONTEL	05-016486-FH	1001	03/01/07	50.00-	781.61	02/02/07	M	PP
ANDERSON,BRIAN,EUGENE	06-018013-FH	1001	02/07/07	400.00-	12,715.85	01/29/07	M	PP
ANDERSON,TIMOTHY,KURT	06-017619-FH	1001	02/13/07	30.00-	917.00	02/09/07	M	PP
ARMSTRONG,MICHAEL,SPENCER,JR	05-015399-FH	1001	01/31/07	12.50-	814.00	01/29/07	M	
ARNOLD,FRANCETTAE,YVETTE	05-016801-FH	1001	02/20/07	40.00-	579.00	02/09/07	M	PP
ARNOLD,LEROY,JR	06-018160-FH	1001	01/26/07	43.00-	981.00	01/19/07	M	PP
ARTER,STEPHEN,MICHAEL	06-018813-FH	1001	01/16/07	100.00-	844.00	12/22/06	M	PP
ARTER,STEPHEN,MICHAEL	06-018813-FH	1001	02/15/07	80.00-	844.00	12/22/06	M	PP
AYO,DUANE,JOSEPH	06-017500-FH	1001	01/16/07	80.00-	.00	01/12/07	M	
AYO,DUANE,JOSEPH	06-017500-FH	1001	02/01/07	200.00-	.00	01/12/07	M	
BACKSTROM,DERRICK,DESHAUN	04-014007-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014007-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014007-FH	1001	02/07/07	10.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014047-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014047-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014047-FH	1001	02/07/07	15.00-	180.00	01/08/07	M	PP
BAGJETT,SAMUEL,KYEITA	03-012862-FH	1001	01/10/07	15.00-	550.00	12/22/06	M	
BAGJETT,SAMUEL,KYEITA	04-014269-FH	1001	01/10/07	15.00-	335.00	12/22/06	M	PP
BAILEY,DONALD,WILLIAM,II	05-016218-FH	1001	01/12/07	200.00-	7,424.79	12/22/06	M	
BAILEY,DONALD,WILLIAM,II	05-016218-FH	1001	02/23/07	100.00-	7,424.79	02/23/07	M	
BAILEY,JAVONTE,DEVON	06-018395-FH	1001	02/06/07	50.00-	1,151.20	11/17/06	M	PP
BALDWIN,KATRINA,SHAMELLE	05-016483-FH	1001	02/15/07	222.00-	.00	01/29/07	M	

Page 19 — 0725 - 7TH CIRCUIT COURT — Collections - Money Collected Report — 6/15/2011 14:17:19

Selection Parameters: Payments From 01/01/07 To 03/01/07 Days from Last Statement: 90 Report Type: Statement Detail
Case Type(s): FH

Name		Case	Party	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan
10/20/06	Statement # 1				20.00-		1	Cases in date range.	
10/27/06	Statement # 1				65.00-		3	Cases in date range.	
11/03/06	Statement # 1				530.00-		2	Cases in date range.	
11/03/06	Statement # 2				870.00-		2	Cases in date range.	
11/13/06	Statement # 1				1,027.00-		7	Cases in date range.	
11/17/06	Statement # 1				220.00-		3	Cases in date range.	
11/17/06	Statement # 2				250.00-		3	Cases in date range.	
11/22/06	Statement # 1				438.00-		7	Cases in date range.	
12/01/06	Statement # 1				50.00-		1	Cases in date range.	
12/01/06	Statement # 2				210.00-		3	Cases in date range.	
12/08/06	Statement # 1				1,407.00-		5	Cases in date range.	
12/08/06	Statement # 2				1,694.00-		3	Cases in date range.	
12/15/06	Statement # 1				450.00-		9	Cases in date range.	
12/22/06	Statement # 1				1,776.00-		17	Cases in date range.	
12/22/06	Statement # 2				1,411.00-		13	Cases in date range.	
01/08/07	Statement # 1				4,115.00-		20	Cases in date range.	
01/08/07	Statement # 2				1,200.00-		2	Cases in date range.	
01/12/07	Statement # 1				2,466.00-		16	Cases in date range.	
01/12/07	Statement # 2				1,438.00-		10	Cases in date range.	
01/19/07	Statement # 1				4,661.50-		25	Cases in date range.	
01/19/07	Statement # 2				660.00-		3	Cases in date range.	
01/29/07	Statement # 1				612.00-		3	Cases in date range.	
01/29/07	Statement # 2				1,050.50-		8	Cases in date range.	
02/02/07	Statement # 1				10.00-		1	Cases in date range.	
02/02/07	Statement # 2				30.00-		2	Cases in date range.	
02/09/07	Statement # 1				16,617.31-		53	Cases in date range.	
02/09/07	Statement # 2				90.00-		3	Cases in date range.	
02/16/07	Statement # 1				874.00-		13	Cases in date range.	
02/16/07	Statement # 2				245.00-		2	Cases in date range.	
02/23/07	Statement # 1				1,579.00-		10	Cases in date range.	
02/23/07	Statement # 2				100.00-		1	Cases in date range.	
					==========		========		
Total Money Collected					46,376.31-		255	Cases in date range.	
Statement Summary by Statement Number									
	Statement # 1				37,017.81-		197	Cases in date range.	
	Statement # 2				9,358.50-		58	Cases in date range.	
					==========		========		
Total Money Collected					46,376.31-		255	Cases in date range.	
Total Money Collected - Pay Plan No Statements Sent:					24,421.07-		315	Cases in date range.	
Total Money Collected - Pay Plan Statements Sent:					19,247.42-		216	Cases in date range.	
Total Money Collected - No Statements Sent:					165,556.15-		1,103	Cases in date range.	
Total Money Collected - Statements Sent:					46,376.31-		255	Cases in date range.	
					==========		========		
Report Totals for Selected Date Range:					255,600.95-		1,889		

** End of Report **

Menus: 8. Reporting
Reports: 5. Money Collected
Report Example based on Statements

Page 12 — 0725 - 7TH CIRCUIT COURT — 6/15/2011 14:33:3

Collections - Money Collected Report

Selection Parameters: Statements from 01/01/07 To 03/01/07 Days from Last Payment: 90 Report Type: Statement Detail
Case Type(s): FH

Name	M/L	Amount Due	Case	Party	Statement Date	Nbr	Payment Date	Payment Amount	Pay Plan
WILLIAMS,JOUL,LAMONT,JR	M	1249.00	05-017085-FH	1001	02/09/07	1	03/05/07 +	10.00-	PP
WILSON,DERON,LADALE	M	734.00	06-018444-FH	1001	02/09/07	1	03/08/07 +	10.00-	
WILSON,REESE,ANTONIO	M	704.00	06-018955-FH	1001	01/19/07	1	03/07/07 +	40.00-	PP
WILSON,RICHARD,ALLEN,III	M	542.00	06-018968-FH	1001	02/09/07	1	02/02/07 +	3.00-	PP
WINDLE,ROBERT,ERNEST	M	1484.00	05-015611-FH	1001	02/09/07	2	03/01/07 +	50.00-	
WOODARD,DREECIE,DEVON	M	134.99	04-013702-FH	1001	02/16/07	2	03/06/07 +	25.00-	PP
WOODS,DARRICK,EUGENE	M	353.20	05-016174-FH	1001	02/09/07	1	02/08/07 +	40.00-	
WOODS,JEREMY,LEE	M	211.97	05-015532-FH	1001	02/09/07	1	01/29/07 +	70.03-	PP
WOOLEY,SAMUEL,LAWSON,II	M	892.00	05-016749-FH	1001	02/09/07	2	03/05/07 +	100.00-	
WOOSTER,GARY,JAMES	M		06-018866-FH	1001	02/09/07	1	03/02/07 +	192.00-	
WORDEN,CHEREE,HELEN	M		06-017497-FH	1001	01/12/07	1	03/07/07 +	210.00-	
WORKMAN,DEBORAH,LOUISE	M	530.00	05-017381-FH	1001	02/09/07	1	01/31/07 +	30.00-	
WYATT,WALTER,LEE	M	580.00	04-015269-FH	1001	01/12/07	1	02/26/07 +	145.00-	PP
YATES,KENNETH,LYNN	M	29190.42	04-014908-FH	1001	02/09/07	1	02/13/07 +	200.00-	
YOUNG,CHRISTEN,ANDRE	M	94.00	06-018136-FH	1001	02/09/07	1	02/23/07 +	10.00-	
ZAVALNITSKIY,DIMITRY,G	M	544.00	05-016205-FH	1001	02/09/07	1	02/20/07 +	200.00-	

Pay Plan Summary by Date and Statement Number

01/08/07	Statement #	1	1,740.03-	21	Cases in date range.
01/08/07	Statement #	2	475.00-	6	Cases in date range.
01/12/07	Statement #	1	5,296.00-	13	Cases in date range.
01/12/07	Statement #	2	250.00-	2	Cases in date range.
01/19/07	Statement #	1	1,514.00-	12	Cases in date range.
01/19/07	Statement #	2	695.00-	8	Cases in date range.
01/29/07	Statement #	1	560.00-	4	Cases in date range.
01/29/07	Statement #	2	55.00-	1	Cases in date range.
02/02/07	Statement #	1	370.00-	4	Cases in date range.
02/09/07	Statement #	1	4,198.89-	41	Cases in date range.
02/16/07	Statement #	1	637.00-	14	Cases in date range.
02/16/07	Statement #	2	25.00-	1	Cases in date range.
02/23/07	Statement #	1	315.00-	5	Cases in date range.
		Total Money Collected:	16,130.92-	132	Cases in date range.

Pay Plan Summary by Statement Number

Statement #	1	14,630.92-	114	Cases in date range.
Statement #	2	1,500.00-	18	Cases in date range.
	Total Money Collected:	16,130.92-	132	Cases in date range.

Menus: 8. Reporting

Reports: 6. Money Collected by Event

```
D6000DMC        Money Collected by Event Report Selection     10/17/16  15:41:56

Type choices, press Enter.

Date range . . . . . . . . . . . . . . . . 01/01/16 to 10/19/16   (MM/DD/YY)

Number of days from last payment . . . .  90   (Number, 999 = Any Payment)

Report type  . . . . . . . . . . . . . . . 1     (1 = Payment Detail)
                                                 (2 = Full Detail)
                                                 (3 = Summary)
Event Selection:
  Statement Sent . . . . . . . . . . . . . Y     (Y=Yes, N=No)
  Notification Letter Sent . . . . . . . . Y     (Y=Yes, N=No)
  3rd Party Collection Agency. . . . . . . Y     (Y=Yes, N=No)
  Wage Assignment. . . . . . . . . . . . . Y     (Y=Yes, N=No)
  Tax Garnishment. . . . . . . . . . . . . Y     (Y=Yes, N=No)



F3=Exit   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 will catch which COLLECT event 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.
- The Event Selection fields are required. Select Y=Yes or N=No to have the specified event on the report.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the Reporting 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: 6. Money Collected by Event
Report Example

Page 1 — 0725 - 7TH CIRCUIT COURT — Collections - Money Collected by Event Report — 6/08/2012 9:21:01

Selection Parameters: Payments From 01/01/07 To 12/31/07 Days from Last Statement: 90 Report Type: Statement Detail
Targeted Events: (M)-STMT SENT (L)-NOTF LTR SNT (C)-COLL AGENCY (T)-TAX GARNS (W)-WAGE ASSIGN

Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	Event	Pay Plan
ALEXANDER,ANDRAY,	06-018012-FH	1001	02/21/07	124.31-	91.69	02/09/07	M	
ALEXANDER,GENE,AUTRY	06-019051-FH	1001	01/17/07	10.00-	730.00	01/08/07	M	PP
ALEXANDER,GENE,AUTRY	06-019051-FH	1001	03/01/07	30.00-	730.00	02/23/07	M	PP
ALEXANDER,VERNADINE,	06-019087-FH	1001	02/02/07	270.00-	.00	01/29/07	M	
ALLEN,ANTHONY,JERMAINE	06-018342-FH	1001	02/07/07	20.00-	1,090.00	01/29/07	M	PP
ALLEN,CRYSTAL,SHONTEL	05-016486-FH	1001	02/08/07	50.00-	781.61	02/02/07	M	PP
ALLEN,CRYSTAL,SHONTEL	05-016486-FH	1001	03/01/07	50.00-	781.61	02/02/07	M	PP
ALLEN,CRYSTAL,SHONTEL	05-016486-FH	1001	03/08/07	50.00-	781.61	02/02/07	M	PP
ANDERSON,BRIAN,EUGENE	06-018013-FH	1001	02/07/07	400.00-	12,715.85	01/29/07	M	PP
ANDERSON,TIMOTHY,KURT	06-017619-FH	1001	02/13/07	30.00-	917.00	02/09/07	M	PP
ARMSTRONG,MICHAEL,SPENCER,JR	05-015399-FH	1001	01/31/07	12.50-	814.00	01/29/07	M	
ARNOLD,FRANCETTAE,YVETTE	05-016801-FH	1001	02/20/07	40.00-	579.00	02/09/07	M	PP
ARNOLD,LEROY,JR	06-018160-FH	1001	01/26/07	43.00-	981.00	01/19/07	M	PP
ARTER,STEPHEN,MICHAEL	06-018813-FH	1001	01/16/07	100.00-	844.00	12/22/06	M	PP
ARTER,STEPHEN,MICHAEL	06-018813-FH	1001	02/15/07	80.00-	844.00	12/22/06	M	PP
AYO,DUANE,JOSEPH	06-017500-FH	1001	01/16/07	80.00-	.00	01/12/07	M	
AYO,DUANE,JOSEPH	06-017500-FH	1001	02/01/07	200.00-	.00	01/12/07	M	
BACKSTROM,DERRICK,DESHAUN	04-014007-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014007-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014007-FH	1001	02/07/07	10.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014047-FH	1001	01/10/07	50.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014047-FH	1001	02/01/07	40.00-	180.00	01/08/07	M	PP
BACKSTROM,DERRICK,DESHAUN	04-014047-FH	1001	02/07/07	15.00-	180.00	01/08/07	M	PP
BAGJETT,SAMUEL,KYEITA	03-012862-FH	1001	01/10/07	15.00-	550.00	12/22/06	M	
BAGJETT,SAMUEL,KYEITA	03-012862-FH	1001	03/08/07	20.00-	550.00	02/16/07	M	
BAGJETT,SAMUEL,KYEITA	04-014269-FH	1001	01/10/07	15.00-	335.00	12/22/06	M	PP
BAGJETT,SAMUEL,KYEITA	04-014269-FH	1001	03/08/07	10.00-	335.00	02/16/07	M	PP
BAILEY,DONALD,WILLIAM,II	05-016218-FH	1001	01/12/07	200.00-	7,424.79	12/22/06	M	

Page 24 — 0725 - 7TH CIRCUIT COURT — Collections - Money Collected by Event Report — 6/08/2012 9:21:01

Selection Parameters: Payments From 01/01/07 To 12/31/07 Days from Last Statement: 90 Report Type: Statement Detail
Targeted Events: (M)-STMT SENT (L)-NOTF LTR SNT (C)-COLL AGENCY (T)-TAX GARNS (W)-WAGE ASSIGN

Name	Case	Party	Payment Date	Amount	Amount Due	Statement Date	Event	Pay Plan
WOOLEY,SAMUEL,LAWSON,II	05-016749-FH	1001	03/05/07	100.00-	892.00	03/02/07	M	
WOOSTER,GARY,JAMES	06-018866-FH	1001	03/02/07	192.00-	.00	02/09/07	M	
WORDEN,CHEREE,HELEN	06-017497-FH	1001	03/07/07	210.00-	.00	02/09/07	M	
WORKMAN,DEBORAH,LOUISE	05-017381-FH	1001	01/31/07	30.00-	530.00	01/12/07	M	
WRIGHT,PAUL,LAVON	04-014219-FC	1001	02/13/07	10.00-	3,517.00	02/09/07	M	
WYATT,WALTER,LEE	04-015269-FH	1001	02/26/07	145.00-	580.00	02/09/07	M	PP
YAGER,RONALD,ELDEN	03-012628-FH	1001	01/26/07	37.50-	6,060.85	11/22/06	M	
YAGER,RONALD,ELDEN	03-012628-FH	1001	02/08/07	37.50-	6,060.85	11/22/06	M	
YATES,KENNETH,LYNN	04-014908-FH	1001	02/13/07	100.00-	29,190.42	02/09/07	M	
YATES,KENNETH,LYNN	04-014908-FH	1001	02/26/07	100.00-	29,190.42	02/09/07	M	
YAX,ERIN,DENISE	06-019271-FH	1001	03/05/07	120.00-	576.00	03/02/07	M	
YOUNG,CHRISTEN,ANDRE	06-018136-FH	1001	02/23/07	10.00-	94.00	02/02/07	M	
YOUNG,TONY,ALLAN	02-009524-FH	1001	01/04/07	100.00-	60.00	10/27/06	M	PP
ZAVALNITSKIY,DIMITRY,G	05-016205-FH	1001	02/20/07	200.00-	544.00	02/09/07	M	

Pay Plan Summary by Event Code			
Event (M)-STMT SENT	23,298.42-	284	Cases in date range.
Event (W)-WAGE ASSIGN	1,547.96-	33	Cases in date range.
Total Money Collected	24,846.38-	317	Cases in date range.
Statement Summary by Event Code			
Event (M)-STMT SENT	53,173.21-	321	Cases in date range.
Total Money Collected	53,173.21-	321	Cases in date range.
Total Money Collected - Pay Plan - No Targeted Event:	29,425.71-	362	Cases in date range.
Total Money Collected - Pay Plan - Targeted Event:	24,846.38-	317	Cases in date range.
Total Money Collected - No Targeted Event:	198,916.13-	1,373	Cases in date range.
Total Money Collected - Targeted Event:	53,173.21-	321	Cases in date range.
Report Totals for Selected Date Range:	306,361.43-	2,373	

** End of Report **

Menus: 8. Reporting

Reports: 7. Statements Sent

```
D0800DMC                Statements Sent Report Selection      1/12/07  14:23:46

Type choices, press Enter.

Date range . . . . . . . . . . . . . . . . _1/12/07 to _1/12/07  (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 based on the Statement Date. Type in the 'Date Range' desired, and 'Report Type' (if something other than the default values from the option 1. System Tailoring section of the option 80. Customization is requested) 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:

Enter a date range where the first date is less than the second date. If the user only wants to see information for a specific date, enter the same date for both date fields.

When the 'Report Type'' field equals:

1=Detail – The report will print detail and summary information.
2=Summary – The report will only print summary information.

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 report type field is required and must contain a 1=Detail or 2=Summary. Any other value will generate an edit error.

Menus: 8. Reporting
Reports: 7. Statements Sent

Screen function keys are as follows:

F3=Exit	Exits Statements Sent Selection and returns the user to the Reporting 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: 7. Statements Sent
Statements Sent Report Example:

Page 1 — 0725 - 7TH CIRCUIT COURT — 5/31/2007 9:25:38

Circuit Collections - Statements Sent Report

Selection Parameters: Statements From 01/01/2007 To 05/31/2007 Report Type: Detail

Stmt Date	Stmt Number	Number of Stmts	Amount Due	Stmt Type
01/08/2007	1	1	744.00	PP
	2	1	565.00	PP
01/08/2007	1	1	770.00	NPP
	2	1	105.00	NPP
		4		
01/12/2007	1	1	230.00	PP
	2	1	5,350.00	PP
01/12/2007	1	1	280.00	NPP
	2	1	620.00	NPP
		4		
01/19/2007	1	1	1,024.00	PP
	2	1	1,200.00	PP
01/19/2007	1	1	1,120.00	NPP
	2	1	925.00	NPP
		4		
01/29/2007	1	1	270.00	PP
01/29/2007	1	1	1,944.00	NPP
01/29/2007	2	1	826.50	NPP
01/29/2007	2	1	654.00	PP
		4		
02/02/2007	1	1	931.61	PP
02/02/2007	1	1	1,620.00	NPP
02/02/2007	2	1	1,204.00	NPP
		3		
02/09/2007	1	1	947.00	PP
02/09/2007	1	1	620.00	NPP
02/09/2007	2	1	400.00	PP
02/09/2007	2	1	1,836.00	NPP
		4		
02/16/2007	1	1	345.00	PP
02/16/2007	1	1	580.00	NPP
02/16/2007	2	1	663.40	PP
02/16/2007	2	1	1,185.00	NPP
		4		
02/23/2007	1	1	744.00	PP
02/23/2007	1	1	620.00	NPP
02/23/2007	2	1	1,944.00	PP
02/23/2007	2	1	760.00	NPP
		4		
03/02/2007	1	1	1,044.00	PP
03/02/2007	1	1	15,746.97	NPP

Page 5 — 0725 - 7TH CIRCUIT COURT — 5/31/2007 9:25:38

Circuit Collections - Statements Sent Report

Selection Parameters: Statements From 01/01/2007 To 05/31/2007 Report Type: Detail

SUMMARY

Statement Number	Number of Runs	Number of Mailers/Letters	Amount Due
1	64	64	165,931.55
2	56	56	98,473.57
TOTAL	120	120	
TOTAL	120	120	

** End of Report **

Menus: 8. Reporting

Reports: 8. Event Sent

```
D6000DMC                    Event Sent Report Selection          9/08/09   16:21:19

Type choices, press Enter.

Date range . . . . . . .  9/08/09 to  9/08/09   (MM/DD/YY)

Report Order . . . . . .  1   (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: 8. Event Sent Report
Report Example – Detail by Date

```
Page    1                                   0725 - 7TH CIRCUIT COURT                                          9/08/09    16:25:51
                                               Collections - Event Sent Report
Selection Parameters:   Events From 01/01/09 To 09/08/09     Report Type: Detail
 Event Date   Event             Number Sent        Amount Due
 07/15/09     WAGE ASSIGN                 3             840.00
                                ----------      --------------
                                          3             840.00
 08/06/09     STMTS-LETTERS              30         204,150.11
                                ----------      --------------
                                         30         204,150.11
 08/19/09     TAX GARNS                   1           1,820.00
                                ----------      --------------
                                          1           1,820.00
 08/20/09     STMTS-LETTERS               1             190.50
                                ----------      --------------
                                          1             190.50
 08/21/09     STMTS-LETTERS               1              60.00
                                ----------      --------------
                                          1              60.00
 08/24/09     COLL AGENCY                 2             120.00
 08/24/09     STMTS-LETTERS           4,134         843,392.95
                                ----------      --------------
                                      4,136         843,512.95
 09/02/09     WAGE ASSIGN                 2           2,925.10
                                ----------      --------------
                                          2           2,925.10
SUMMARY
 Event            Number Sent          Amount Due
 WAGE ASSIGN                5            3,765.10
 STMTS-LETTERS          4,166        1,047,793.56
 TAX GARNS                  1            1,820.00
 COLL AGENCY                2              120.00
 TOTAL                  4,174        1,053,498.66
                                          ** End of Report **
```

Menus: 8. Reporting

Reports: 9. Never Received a Statement

```
D6000DMC       Never Received a Statement Report Selection    6/06/12  09:21:17

Type choices, press Enter.

Filed Date Range . . . . . . . . . . . . 6/08/12 to  6/08/12   (MM/DD/YY)

Include Case Status. . . . . . . . . . . 2  (1 = All Statuses)
                                            (2 = Closed)

Include Pay Plans. . . . . . . . . . . . 2  (1 = All Cases)
                                            (2 = Payment Plan Cases)
                                            (3 = Non-Payment Plan Cases)

Include Stop Codes . . . . . . . . . . . 3  (1 = All Cases)
                                            (2 = Stop Code Cases)
                                            (3 = Non-Stop Code Cases)





F3=Exit   F12=Cancel
```

The Never Received Statement Report lists all of the individuals in the case master file who owe money and 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 'Filed Date Range' field equals:

The filed 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=Closed

Only cases with a status of DISP 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 a Statement

Never Received a Statement Report Example:

Page 1 — 0725 - 7TH CIRCUIT COURT — 6/08/12 9:38:27

Circuit Collections - Never Received Statement Report

Date Range: 01/01/07 - 12/31/07 Status: CLOSED Pay Plans: ALL CASES Stop Code: ALL CASES

Name	Birth	Case ID	Filed Date	Amt Due	PP	SC
BAILEY,DESHAWN,ONEIL	01/13/78	07-019780-FH	01/24/07	7,021.72		
LEE,MICHAEL,ANTHONY	04/21/68	07-019658-FC	01/08/07	620.00		
MURPHY,RICKY,EARL	06/11/61	07-019832-FH	01/31/07	180.00		
STOVER,CLEO,JAMES	05/06/65	07-019667-FH	01/10/07	2,620.00		
WHITE,KENNETH,DARRYL	12/06/61	07-019757-FH	01/23/07	870.00		
WHITMAN,MICHAEL,PAUL	06/28/76	07-019851-FH	02/06/07	120.00		
		07-019867-FH	02/07/07	120.00		
	Total number of cases:		7	11,551.72		

** End of Report **

Menus: 8. Reporting

Reports: 10. Wage Assignment

```
D6000DMC                Wage Assignment Report Selection      5/18/15  14:00:32

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 based on Payments or Statements. Type in the 'Cases to Include', 'Assignment Type', and 'Report Type' (if something other than the default values from option 1. System Tailoring section of option 80. Customization is requested) 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 – Payment plan and non payment plan cases will be included in the report.

2=Payment Plan Cases – Only payment plan cases will be included in the report.

3=Non Payment Plan Cases – Only non payment plan cases will be included in the report.

Menus: 8. Reporting
Reports: 10. Wage Assignment

When the 'Assignment Type' field equals:

1=All – Wage assignments with or without wage terminations will be included in the report.

2=Open Assignments – Wage assignments with no wage terminations will be included in the report.

3=Terminated Assignments – Wage Assignments with terminations will be included in the report.

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.

When the 'Report Type'' field equals:

1=Detail – The report will print detail and summary information.

2=Summary – The report will only print summary information.

Screen function keys are as follows:

F3=Exit	Exits Wage Assignment Report Selection and returns the user to the Reporting 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
Wage Assignment Report Example:

Page 1 — 0725 - 7TH CIRCUIT COURT — 5/19/2015 14:26:21
Collections - Wage Assignment Report

Selection Parameters: Cases to Include: All Cases — Assignment Type: All — Report Type: Detail
Number of Days: 75

Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Current Amount Due	Last Payment	# of Days
AARON,ROBERT,	00-006342-FH	07/31/07		TEST	10.00		.00	11/27/07	2,730
AARON,ROBERT,DANIEL	00-006352-FH	05/14/14		A	101.00	test2	60.00		370
	00-006352-FH	05/29/14		A	2.00	www	60.00		355
	00-006352-FH	05/29/14		AA	2.00	s	60.00		355
	00-006352-FH	05/29/14		B	3.00	wee	60.00		355
	00-006352-FH	05/29/14		C	300.00	a	60.00		355
ABBOTT,RONALD,K	98-003740-FH	05/30/07	09/16/09	WAL MART	10.00		4,705.99	03/18/02	
ABDULLAH,AHMAD,HANEE	03-012014-FH	04/27/15	04/27/15	A	1.00	test	770.00		
ABRAHAM,SHADEED,AMEER	98-002145-FH	09/22/08	05/21/10	WALGREENS	12.00		4,927.54	11/21/03	
ACORD,JOSEPH,LYNN	97-001160-FH	09/02/09	09/02/09	KROGER	25.00		1,462.55	02/04/03	
	97-001160-FH	09/17/10		WAL-MART	25.00		1,462.55	02/04/03	4,487
ADAMS,MARQUES,TERRELL	01-007287-FH	08/09/11	08/09/11	WAL MART	50.00	check	1,737.59	01/03/06	
	01-007287-FH	06/17/14		WALMART	45.00	check	1,737.59	01/03/06	3,423
ADAMS,RANDY,LYNN	95-052075-FH	09/17/10	09/17/10	232	23.00	week	.00	01/03/07	
ALLEN,CHRISTINA,KAYE	05-015490-FH	05/30/07	08/16/10	EMPLOYER	50.00		620.50	06/15/05	
ALLEN,DALE,PATRICK	01-008917-FH	10/02/08	10/02/08	WAL-MART	50.00		949.00	03/10/03	
ARMOUR,WILLIAM,EDWARD	96-054645-FH	02/09/06		R & R POURED WALLS INC	50.00		515.81	02/14/07	3,016
BABB,PRESTON,CHARLES	00-006864-FH	05/01/14		A	1.00	test	370.00	04/23/14	391
	00-006864-FH	04/30/14		TEST	2.00	test	370.00	04/23/14	391
	00-006864-FH	04/30/14		TEST 1	1.00	test	370.00	04/23/14	391
	00-006864-FH	09/10/07	09/10/07	WAL-MART	54.00		370.00	04/23/14	
	00-006864-FH	02/20/15		WAL-MART	30.00	check	370.00	04/23/14	391
BABBITT,MARKICE,DESEAN,DALO	02-009208-FH	02/20/15		SPEEDWAY GAS STATION	33.00	week	438.90		88
	02-009208-FH	05/01/14	05/01/14	1	1.00	1	438.90		
	02-009208-FH	05/01/14	02/20/15	2	3.00	1	438.90		
	02-009208-FH	05/01/14		3	2.00	2	438.90		383
BALDWIN,LAURA,NICOLE	00-005428-FH	03/24/06		GREEK FLAME	80.00		880.04	04/20/06	3,316
BARR,RONALD,LEE	05-016455-FH	06/13/06		PRM WHOLESALE	50.00		.00	12/14/06	3,078
BEELER,CYNTHIA,EILEEN	03-012676-FH	12/12/06		FLINT COMMUNITY SCHOOLS	25.00		11,670.75	12/12/06	3,080
BELL,JAMAR,JAVONTA	04-014132-FH	02/01/07		SECURITY PACKAGING OF FLINT	20.00		380.00	03/05/07	2,997
BLANTON,JIMMIE,	01-008479-FH	02/09/06		MI DEPT OF TREASURY	93.00		149.50	03/09/07	2,993
BOOSE,SHANISE,	02-010642-FH	10/05/06		GAGS AND GAMES INCORPORATED	60.00		4,404.92	02/21/07	3,009
BRANCH,SHAKEILA,MICHELE	03-012893-FH	02/09/06		MI DEPT OF TREASURY	100.00		120.00		3,386
BROWN,ALPHONZO,EDWARD	03-012095-FH	02/10/06		CITY SECURITY, LTD	50.00		45,582.83	05/10/06	3,296

Page 7 — 0725 - 7TH CIRCUIT COURT — 5/19/2015 14:26:21
Collections - Wage Assignment Report

Selection Parameters: Cases to Include: All Cases — Assignment Type: All — Report Type: Detail
Number of Days: 75

Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Current Amount Due	Last Payment	# of Days
BABB,PRESTON,CHARLES	00-006864-FH			A	2.00	2	.00		
	00-006864-FH			AA	1.00	1	.00		
ABBOTT,AARON,A	03-013249-FH			A	1.00	test	.00		
WADE,JARRETT,ADAM	06-018926-FH			WAL-MART	55.00	week	.00		
STANLEY,MELVIN RAY,	90-043125-FH			1	1.00	1	.00		
	90-043125-FH			2	2.00	2	.00		
VALENTINE,ANTHONY,	91-045796-FH			WAL-MART	50.00	check	.00		
FERENZ,DARRELL,F	99-005044-FH			WALMART	50.00	check	.00		

Total Number of Employer Only Assignment: 8
Total Number of Open Assignments: 109
Total Number of Terminated Assignments: 58

** End of Report **

Menus: 8. Reporting

Reports: 11. Address Stop

```
D6000DMC                Address Stop Report Selection        6/09/14   15:15:34

Type choices, press Enter.

Report Selection . . . . . . . . . . . . . 1     (1 = All Cases)
                                                 (2 = Payment Plan Cases)
                                                 (3 = Non-Payment Plan Cases)

Report Type  . . . . . . . . . . . . . . . 1     (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 – Payment plan and non payment plan cases will be included in the report.

2=Payment Plan Cases – Only payment plan cases will be included in the report.

3=Non Payment Plan Cases – Only non payment plan cases will be included in 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

Page: 1
Report Selection: 1=All Cases
Report Type: 1=All

0725 - 7TH CIRCUIT COURT
ADDRESS STOP REPORT

5/19/15 14:35:59

Name	Date of Birth	Case ID	Pay Plan	File Date	Address	Stop Date	*--Change---* Date	
ABBE,DARIN,JEROME	9/08/73	94-050287-FH	Y	5/10/94	5154 GLEN COVE LANE FLINT MI 47504	10/31/08	4/03/08	DMC
ABBOTT,RONALD,K	12/21/76	98-003740-FH		12/22/98	3217 KANSAS FLINT MI 48506	10/31/08	9/24/08	DMC
ABRAHAM,RANDY,	9/04/67	00-005426-FH		1/11/00	726 ANN ARBOR FLINT MI 48503	8/24/09		
		06-017775-FH		2/24/06	126 W LINSEY FLINT MI 48502	8/24/09		
		95-052998-FH		10/10/95	502 W.WITHERBEE FLINT MI 48504	8/24/09		
BREWER,AARON,JAMES	7/08/75	03-013118-FH	Y	12/01/03	84 TEAL AVE SWARTZ CREEK MI 48473	11/11/08	6/19/06	LAA
DALTON,JOSHUA,CALEB	7/21/85	04-014931-FC		10/04/04	1780 BEARINGER ATTICA MI 48412		11/11/13	DMC
		04-015372-FH		12/16/04	1780 BEARINGER ATTICA MI 48412			
DAMON,JASON,RAY	11/16/82	02-009279-FH		1/17/02	6327 W COOK RD SWARTZ CREEK MI 48473	10/06/08		
		04-014770-FH		9/08/04	3409 OAKLAND DR FLINT MI 48507	10/06/08		
DANDRIDGE,DANNY DERRELL,		89-040909-FH		4/04/89				
DANIELS,JAMES,BERNARD	8/12/56	00-006331-FH		6/29/00	1136 ADAMS ST LAPEER MI 00000	10/06/08		
		00-006747-FH		9/15/00	1136 ADAMS ST LAPEER MI 48446	10/06/08		
		01-007946-FH		5/11/01	756 E HAMILTON FLINT MI 48505	10/06/08		
FAIRCLOTH,ROBERT,JOHN	5/06/56	97-000010-FH		1/14/97	NORTH BAY DR #6 FENTON MI 48458	9/22/08		
PARDEE,KEITH,ALLEN	4/28/75	95-053261-FH		12/11/95	3454 HODGINS PKWY BURTON MI 00000	5/28/14		
		95-053270-FH		12/11/95	3454 HODGINS PARKWAY BURTON MI 00000	5/28/14		
PARKER,SHAUN,MICHAEL	9/21/74	00-005531-FH		2/02/00	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG
		01-007950-FH		5/11/01	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG
		04-013342-FH		1/14/04	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG
		05-016871-FH		9/15/05	1602 LEITH ST FLINT MI 48506-2731	5/28/14	7/05/06	RBG

Page: 2
Report Selection: 1=All Cases
Report Type: 1=All

0725 - 7TH CIRCUIT COURT
ADDRESS STOP REPORT

5/19/15 14:35:59

Name	Date of Birth	Case ID	Pay Plan	File Date	Address	Stop Date	*--Change---* Date	
RALSTON,ALAN MARK,		85-035331-FH		8/23/85	823 E MAIN ST FLUSHING MI 48433	10/06/08		
		87-037477-FH		2/03/87	7171 BENNETT LAKE RD LINDEN MI 48451	10/06/08		
RALSTON,CHARLES,ANTHONY	1/24/65	03-012072-FC		6/04/03	UNK UNK MI 00000			
RAMEY,WALTER,PEET	7/06/26	96-054887-FH		11/25/96	407 E. WILLIAM ST. FLINT MI 48505			
RAWLS,TERRANCE,LAMAR	7/03/72	05-017302-FC		11/30/05	809 E. PHILADELPHIA FLINT MI 48505	8/09/11		
SAINES,SHAWN,DEWAYNE	2/05/75	06-019449-FH	Y	12/01/06	322 E RUSSELL AVE FLINT MI 48505	10/02/08		
SATKOWIAK,MICHAEL,DUANE	1/18/60	95-051681-FH		1/30/95	3073 W DAYTON 125 FLINT MI 48504			
SAUERS,GLENN,THOMAS	9/09/65	05-016852-FH		9/09/05	5649 OAK STREET TOLEDO OH 48429			
UTT,TIMOTHY,SCOTT	8/06/74	05-016942-FH		9/28/05	3963 FAWN BLVD. PRESCOTT MI 48756	6/04/14		
		95-052997-FH		10/10/95	4510 ORKNEY DR FLINT MI 48507	6/04/14		
		96-054702-FH		10/15/96	4510 ORKNEY DR FLINT MI 48505	6/04/14		
		96-054703-FH		10/15/96	4510 ORKNEY DRIVE FLINT MI 48506	6/04/14		
WAKEFIELD,RONALD,DEWAYNE	6/30/84	04-015072-FH	Y	10/28/04	614 W THACKERY FLINT MI 48505	10/08/08		
		05-016939-FH	Y	9/27/05	614 W THACKERY FLINT MI 48505	10/08/08		
		05-017025-FH	Y	10/07/05	614 W THACKERY STREET FLINT MI 48505	10/08/08		

Number of defendants on Address Stop: 20
Number of cases on Address Stop: 36

** END OF REPORT **

Menus: 8. Reporting

Reports: 12. Stop Code

```
D6000DMC                    Stop Code Report Selection          6/09/14   15:18:06

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 'Report Selection' field equals:

1=All Cases – Payment plan and non payment plan cases will be included in the report.

2=Payment Plan Cases – Only payment plan cases will be included in the report.

3=Non Payment Plan Cases – Only non payment plan cases will be included in the report.

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.

Menus: 8. Reporting
Reports: 12. Stop Code

Screen input edits are as follows:

- 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. .

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: 12. Stop Code
Report Example

Page: 1 — 0725 - 7TH CIRCUIT COURT — 5/19/15 14:30:55
Report Selection: 1 = All Cases — STOP CODE REPORT
Report Type: Only Include Stop Code - S

Name	Date of Birth	Case ID	Stop Code	Case Status	Close Date	Balance Due	Payment Plan	*--Last Payment--* Amount	Date	Stop Date
Stop Code: S - Stop Send Overdue Pymt Notice				Rmv - Start Send Overdue Pymt Notice						
ABBOTT,LEONARD,GUESS	10/01/85	04-013800-FH	S	C	5/04/04	105.00		15.00	6/12/13	5/13/14
ABELS,NATHEN,TILDON	4/26/87	07-019710-FH	S	C	2/26/07	15,746.97				
ABERNATHY,LYNDON,DALE	10/17/62	04-013979-FH	S	C	6/28/04	120.00	Y			8/24/09
ABRAMS,TRELECIA,ENNETTE	10/26/66	93-049149-FH	S	C	10/29/93	30.00				3/09/11
ADAMS BAIL BOND AGENCY,,	8/26/74	06-018222-FH	S	C	11/29/06	744.00				
ADAMS BAIL BOND AGENCY,,	6/12/87	06-018205-FC	S	C	9/19/06	744.00				
ADAMS BAIL BONDS,,	10/29/73	05-015774-FH	S	C	4/15/05	445.00		580.00	5/15/06	
ADAMS BAIL BONDS,,	10/18/74	06-019072-FH	S	C	12/08/06	744.00				
ADAMS,EMANUEL,JOSE	12/02/67	05-016072-FH	S	C	6/06/05	570.00	Y			5/14/12
ALEXANDER,ANDRAY,	6/03/67	00-006590-FH	S	C	3/09/01	210.00				
ALEXANDER,ANDRAY,	6/03/67	06-018012-FH	S	C	5/30/06	91.69		124.31	2/21/07	
ALLEN,MICHAEL,SHAE	10/30/66	04-014688-FH	S	C	3/04/05	504.00				
ALLEN,MICHAEL,SHAE	10/30/66	92-047931-FH	S	C	2/09/93	30.00				
ALLEN,MONTRELLE,DERON	3/09/86	05-016484-FH	S	C	8/22/05	258.00		450.00	10/10/05	
AMERSON,MARQUAL,DEATEON	10/19/87	05-015646-FH	S	C	3/28/05	744.00				
AMES,MARK,AUSTIN	8/17/84	06-017677-FH	S	C	3/27/06	600.00		595.00	3/27/06	
ANDERSON,ROBERT,JAMAL	1/13/84	06-018682-FH	S	C	12/13/06	744.00	Y			
ARTER,STEPHEN,MICHAEL	8/10/78	06-018813-FH	S	C	10/03/06	844.00	Y	80.00	2/15/07	
ASBERRY,ZONTE,LESHONE	2/05/79	03-012662-FH	S	C	11/04/03	725.00				11/03/10

Page: 15 — 0725 - 7TH CIRCUIT COURT — 5/19/15 14:30:55
Report Selection: 1 = All Cases — STOP CODE REPORT
Report Type: Only Include Stop Code - S

Name	Date of Birth	Case ID	Stop Code	Case Status	Close Date	Balance Due	Payment Plan	*--Last Payment--* Amount	Date	Stop Date
WILDFONG,THOMAS,GORDON	1/15/73	04-015126-FH	S	C	12/14/04	820.00				
WILDFONG,THOMAS,GORDON	1/15/73	04-015151-FH	S	C	12/14/04	770.00				
WILDFONG,THOMAS,GORDON	1/15/73	04-015152-FH	S	C	12/14/04	10,523.94				
WILDFONG,THOMAS,GORDON	1/15/73	04-015153-FH	S	C	12/14/04	15,962.58				
WILLIAM,RICKEY,ALLEN	4/22/81	04-014716-FH	S	C	7/21/06	120.00		500.00	10/11/04	
WILLIAMS,AARON,III	4/22/81	04-014716-FH	S	C	7/21/06	120.00		500.00	10/11/04	
WILLIAMS,ANTHONY,PIERCE	1/20/86	05-016158-FH	S	C	7/15/05	450.00				
WILLIAMS,ANTHONY,PIERCE	1/20/86	05-016159-FH	S	C	7/15/05	450.00				
WILLIAMS,DENNIS,ROIMAN	10/25/88	06-018237-FC	S	C	12/22/06	744.00				
WILLIAMS,TAMEEKA,VENICE-ROSE	11/16/81	06-018979-FH	S	C	11/20/06	216.00	Y			
WOLFE,MARK,ANTHONY	11/28/70	04-014927-FH	S	C	10/13/05	144.00		150.00	12/27/04	
WOLFE,MARK,ANTHONY	11/28/70	05-016976-FH	S	C	10/28/05	288.00				
WOLFE,MARK,ANTHONY	11/28/70	05-016978-FH	S	C	10/28/05	144.00				
WOODYARD,AMIN,HANEFFSHABAZZ	5/08/88	05-016349-FH	S	C	7/14/05	116.00		10.00	6/12/06	
YACK,ARTHUR,BRUCE	8/02/61	98-003467-FH	S	C	12/01/98	60.00				3/10/08
ZOVISHLACK,ANNETTE,	2/24/81	05-016570-FH	S	C	8/25/05	444.00				
ZUDELL,FORREST,LEE,#317200	11/03/53	04-015095-FH	S	C	12/15/04	120.00				5/04/12

Total number of defendants with Stop Code: 243
Total number of cases with Stop Code: 299 — Balance Due: 1,986,149.46

** END OF REPORT **

Menus: 8. Reporting

Reports: 13. Incomplete Address

```
D6000DMC                Incomplete Address Report            9/08/09  10:57:30

 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 will list all individuals with a felony 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 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. Incomplete Address
Report Example

Page: 1 — 25 - 7TH CIRCUIT COURT — 9/10/09 16:46:30

INCOMPLETE ADDRESS REPORT

Name	Date of Birth	Case ID	Closed Date	Address	Stop Code	Amount Due
ABERNATHY,DAVID,SCOTT	11/23/71	93-048415-FH	8/12/93	1001 N. STATE STREET #517		30.00
				DAVISON MI		
ABRAHAM,SHADEED,AMEAR	5/18/78	95-053248-FC	5/15/98	502 W. WITHERBEE		60.00
				FLINT MI		
ACHTEN,ANTHONY,	4/01/73	93-048316-FH	6/22/93	8902 JOSE LAKE ROAD		30.00
				SOUTH BRANCH MI		
ADAMS,MARK,ANTHONY	4/18/61	06-018370-FC	2/08/07	2069 EAST. 81ST, #1		60.00
				,,		
ADAMS,MICHAEL,ANTHONY		91-045314-FH	10/15/91			30.00
ALLEN,ALVA,REBEAR	10/01/60	98-001946-FH	3/19/98			129,393.48
		98-001947-FH	3/20/98			129,393.48

Menus: 8. Reporting

Reports: 14. 3rd Party Collection Payment

```
D6000DMC            3rd Party Collection Report Selection    9/09/09   11:10:49

Type choice, press Enter.

Date paid range . . . . . . . . . . . . . . 01/01/09 to  9/09/09

Number of Days for Payment Received . . .  30 (Number)



F3=Exit    F12=Cancel
```

The 3rd Party Collection Payment Report Selection will allow the user to print the 3rd Party Payment Report for a specified date range and a number of days for payment. Type in the date range in MM/DD/YY format (if different from current date default), select the number of days for payment (if different from retrieved customization value) and press Enter. The 3rd Party Collection Payment 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.

Screen input edits are as follows:

- The 'Number of Days for Payment received' field will only accept a whole number. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits the 3rd Party Collection Payment 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: 14. 3rd Party Collection Payment

Report Example

Page: 44 — 0725 - 7TH CIRCUIT COURT — 9/09/09 11:28:59

3rd Party Collection Report

Date Range: 1/01/09 To 9/09/09 — Number of Days for Payment Received: 30

Name	Date of Birth	Case ID	Date Sent to Collection	Amount Paid Within 30 Days	Date Paid	Amount Paid After 30 Days	Balance Due
Account Totals:				Paid Within		Paid After	
COURT COSTS				5,177.50		22,625.10	
CRIME VICTIM FEE				1,723.78		5,774.30	
STATE MINIMUM COSTS				1,863.77		6,324.74	
ATTORNEY FEE				419.00		3,840.25	
FINES				1,389.00		5,940.00	
LATE FEE				494.00		5,632.92	
JAIL PROCESSING FEE				80.00		360.00	
REIMBURSEMENT				80.00		370.00	
DRUG COURT FEE				.00		550.00	
				11,227.05		51,417.31	

** END OF REPORT **

ALEXANDER,LUTHER,ANTONIO	1/24/66	07-021110-FH	1/02/09				
		CRIME VICTIM FEE		.00		25.00	
		STATE MINIMUM COSTS		.00		25.00	
				.00		50.00	700.00

Menus: 8. Reporting

Reports: 15. Incarceration Release Date

```
D6000DMC      Incarceration Release Date Report Selection    6/15/11  15:08:51

Type choice, press Enter.

Days within Release Date . . . . . . . . 90   (Number of days)

Include all Expired Release Dates  . . . N    (Y=Yes, N=No)

F3=Exit   F12=Cancel
```

The Incarceration Release Date Report Selection will allow the user to print the list of defendants set to be release within the number of days selected. The Incarceration Release Date Report will be submitted to batch and print when the entire report has been generated.

When the 'Days within Release Date' field equals:

> The number of days from the current date the program looks to determine whether or not the defendant is to be released. If the release date is within range, it will be included on the report.

When the 'Include all expired release date' field equals:

> Y=Yes – All previously expired release date defendants will be included on the report.
>
> N=No – Only future release date defendants from the current date will be included on the report.

Menus: 8. Reporting
Reports 15: Incarceration Release Date

Screen input edits are as follows:

- The 'Days within Release Date' field will only accept a whole non-zero number. Any other value will generate an edit error.
- The 'Include all Expired Release Dates' field will only accept Y=Yes, or N=No.

Screen function keys are as follows:

F3=Exit	Exits the Incarceration Release Date 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 15: Incarceration Release Date
Report Example

Page 1 — 0725 - 7TH CIRCUIT COURT — 6/15/11 15:11:05

Collections - Incarceration Release Date Report

Release dates set to expire within 90 days. Include all expired dates = No

Name	DOB	Case ID	Incarceration	Release Date
ABBOTT,RONALD,K	12/21/76	98-003740-FH	Prison	07/30/11
FELDER,MICHAEL,LAMONT	01/15/74	01-009128-FH	Jail	07/01/11
FERGUSON,DEANGELO,WAYNE	12/30/84	03-012801-FH	Prison	06/25/11
RABY,JASON,ANTHONY	09/22/71	05-016388-FH	Jail	08/10/11

Total Defendants set to Expire: 4

Total Cases set to Expire: 4

** End of Report **

Menus: 8. Reporting

Reports: 16. Deceased Defendant

```
D6000DMC              Deceased Defendant Report Selection     6/15/11   15:32:42

Type choice, press Enter.

Deceased Date Range . . .  01/01/11 to  6/15/11



F3=Exit   F12=Cancel
```

The Deceased Defendant Report Selection will allow the user to print the list of deceased defendants within the date range selected. The Deceased Defendant Report will be submitted to batch and print when the entire report has been generated.

When the 'Deceased Date Range' field equals:

A valid 'To' and 'From' date will select records within the selected range.

Screen function keys are as follows:

F3=Exit	Exits the Deceased Defendant 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 16: Deceased Defendant
Report Example

Page: 1 — 0725 - 7TH CIRCUIT COURT — 6/15/11 15:33:05

DECEASED DEFENDANT REPORT

Deceased Date Range: 1/01/11 To 6/15/11

Name	Date of Birth	Case ID	Balance Due	Deceased Date	Source	Entry Date	Entry User
ABDULLAH, AHMAD, HANEE	11/30/80	00-006536-FH	.00	04/27/11	SOS	05/10/11	D6000DMC
		03-012014-FH	770.00	04/27/11	SOS	05/10/11	D6000DMC
ABRON, JERMAINE, KASHAD	10/01/78	03-011689-FH	695.00	01/01/11	SOS	05/10/11	D6000DMC
DADOVICH, PETER, ALLEN	08/28/74	04-014052-FH	7,549.79	02/28/11	SOS	05/10/11	D6000DMC
		99-004355-FH	60.00	02/28/11	SOS	05/10/11	D6000DMC
EADDY, DANIEL, MONDRELL	01/20/82	04-015265-FH	782.00	04/01/11	SOS	05/10/11	D6000DMC
		05-016663-FH	1,664.00	04/01/11	SOS	05/10/11	D6000DMC
EAREGOOD, WILLIAM, JOSEPH,	06/08/69	90-042725-FC	1,120.00	04/10/11	MICH LOOKUP	05/10/11	D6000DMC
FARMER, MENZELL, DUJUAN	05/08/73	04-013909-FH	370.00	03/31/11	SOS	05/10/11	D6000DMC
		05-015642-FH	444.00	03/31/11	SOS	05/10/11	D6000DMC
GARDNER, ANTHONY, J,	10/30/78	96-053572-FH	40.00	05/01/11	NEWSPAPER	06/02/11	D6000DMC
HALEY, WESLEY, READE	12/17/78	00-006673-FH	3,111.36	01/31/11	SOS	05/10/11	D6000DMC
		06-017707-FH	1,270.00	01/31/11	SOS	05/10/11	D6000DMC
		06-017709-FH	945.00	01/31/11	SOS	05/10/11	D6000DMC
IVORY, ALPHONZO, MARCELIAS	01/26/78	02-009951-FH	10.00	03/31/11	SOS	05/11/11	D6000DMC
		05-015650-FH	788.00	03/31/11	SOS	05/11/11	D6000DMC
		05-015651-FH	744.00	03/31/11	SOS	05/11/11	D6000DMC
PACE, ASHANTI, JAMAL	11/23/74	04-015222-FH	816.00	06/01/11	SOS	06/14/11	D6000DMC
RACHAR, DAVID, ALAN	03/25/61	03-012775-FC	120.00	05/01/11	SOS	05/10/11	D6000DMC
SANDERS, MONTE, ANTHONY	07/18/77	01-007452-FC	60.00	04/22/11	SOS	05/10/11	D6000DMC
		97-000935-FH	60.00	04/22/11	SOS	05/10/11	D6000DMC
ULANSKI, JAMES, ARTHUR		92-047801-FH	30.00	02/02/11	DEPT OF VITAL STATS	05/11/11	D6000DMC
VALDEZ, CURTIS, DREW	02/13/68	03-011444-FH	40,993.25	02/22/11	DEPT OF VITAL STATS	05/11/11	D6000DMC
WADSWORTH, RYAN, THOMAS, #512372	08/28/87	05-015635-FH	558.00	05/10/11	MICH LOOKUP	05/10/11	D6000DMC
WAKEFIELD, RONALD, DEWAYNE	06/30/84	04-015072-FH	620.00	03/30/11	INTERNET RECORDS	05/11/11	D6000DMC
		05-016939-FH	144.00	03/30/11	INTERNET RECORDS	05/11/11	D6000DMC

Menus: 8. Reporting

Reports: 17. Payment Plan Past Due

```
D6000DMC            Payment Plan Past Due Report Selection   9/25/13  09:04:23

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 of 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

CURR – ACTUAL = ARREAR
ACTUAL amortized over the payment schedule = THRU
Today's date – THRU = 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 17: Payment Plan Past Due
Report Example

Page 63 — 0725 - 7TH CIRCUIT COURT — 10/19/16 14:29:32

Collections - Payment Plan Past Due Report

Targeted Range: 90 to 999 Days

Name	Birth	Agreement or Re-Amort	Type	Amount Per	Current Balance	Amount Collected	Arrearage	Past Due
EADDY,DANIEL,ONEAL 93-049706-FH	8/30/51	6/16/14	MONTHLY	130.00	1,230.00	.00	1,230.00	842
RAEDEKE,SHARON JOYCE, 89-040696-FH		4/29/15	MONTHLY	100.00	825.00	.00	825.00	539
PACE,ANTHONY,RAY 03-013189-FH	7/26/56	4/29/15	MONTHLY	27.00	445.00	.00	445.00	539
SCHIEMAN,SHAINE, 95-051659-FH	1/30/72	9/15/15	MONTHLY	25.00	1,440.00	.00	1,440.00	400
SCHROEDER,FREDERICK,ELWOOD,JR 95-051770-FH 95-051771-FH	4/01/53	9/16/15	MONTHLY	20.00	615.00	.00	615.00	399
Total Number of Targeted Payment Plans:				935	4,283,919.98	123,000.67	2,366,058.74	

** End of Report **

Multiple case payment plans will have the case numbers placed in this line.

Menus: 9. Database / Miscellaneous

```
C0725DMC          Circuit COLLECT System Database/Misc Menu  8/24/18  10:46:30

Select one of the following:

Misc Maintenance:      1. Statement Mailer / Notification Letter Text
                       2. Prison / Jail Code
                       3. Name Synchronization
                       4. Track Returned Statements
                       5. Employer Maintenance

Clean-up:              6. Re-Organize Circuit COLLECT Database Files

Save:                  7. Backup Circuit COLLECT System to Tape





Type selection, press Enter.  ===>

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

This screen will be displayed to the user when 9. Database is selected from the main menu. This option allows the user to maintain the Collect Systems miscellaneous database files.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect 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 / Notification Letter Text

```
D0800DMC      Statement Mailer / Notification Letter Text      1/12/07  14:30:42
Type options, press Enter.                        (  1 - 100  Standard Statement)
 2=Change    4=Delete            Text ID Range:  (101 - 800  Notification Letter)
                                                  (801 - 900  Warrant Letter)
Opt     ID   Statement Text (First 8 Lines)       (901 - 999  Warrant Statement)
 _       1             The 99 Circuit Court has installed a new computer
             system to track people who have outstanding fines and
  STANDARD   costs.  Our records indicate your account is past due.
             +-------------------------------------------------------+
             | YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY! |
             +-------------------------------------------------------+
             Failure to pay in full will result in a warrant placed for
             your arrest along with additional fines and court costs.
 _       2             The 99 Circuit Court has installed a new computer
             system to track people who have outstanding fines and
  STANDARD   costs.  Our records indicate your account is past due.
             *
             PLEASE RESOLVE THIS IMMEDIATELY.



                                                                        More...
F3=Exit    F6=Add    F12=Cancel
```

This screen is displayed to the user when 1. Statement Mailer / Notification Letter Text is selected on the previous screen. It displays a list of available texts and allows the user to change an existing text or add a new text.

Screen input edits are as follows:

- A 2=Change or 4=Delete are the only valid options, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statement/Notification Letter Text Selection and returns the user to the Database Menu.
F6=Add	Will allow the user to add a new 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 / Notification Letter Text

```
D0800DMC      Statement Mailer / Notification Letter Text    1/12/07  14:31:28

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 Statement Text Maintenance screen will appear when F6=Add is selected from the previous screen. It allows the user to add a message to be printed on the statements and the notification letters. 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/mailers. Usually there will be no more than three (3) different statement texts, because when an individual has not responded after three notices, they will probably not respond and more severe action will need to be implemented.

Screen input edits are as follows:

- 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 Text Maintenance and returns the user to the Database Menu.
F12=Cancel	Exits Statement Text Maintenance and returns the user to the Statement Text Selection screen.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement / Notification Letter Text

1 thru 100 (Statement or Postcard) or
901 thru 999 (Warrant Statement or Postcard)

```
D0800DMC      Statement / Warrant Mailer Text Maintenance    1/12/07   14:34:28

Type text, press Enter.

Text ID . . . . . . :    1     NOTE: Do not type any text in the first
                                     10 positions of line 1 because it
 Start first line HERE.              will print over the pre-printed
                      |              word "MESSAGE:" on the mailer.
                      V
Text . . .   _          The 99 Circuit Court has installed a new computer
             system to track people who have outstanding fines and
             costs.  Our records indicate your account is past due.
             +----------------------------------------------------------+
             | YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY! |
             +----------------------------------------------------------+
             Failure to pay in full will result in a warrant placed for
             your arrest along with additional fines and court costs.



F3=Exit   F12=Cancel   F16=Delete
```

The above screen will be displayed when the user selects an option 2=Change from the Statement Text Selection screen or when the user selects a text number from the Statement Text Maintenance screen. It allows the user to add or change the message displayed on the mailers. 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 Text Maintenance and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Statement Text Selection Screen or the Statement Text Maintenance Screen.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement / Notification Letter Text

101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)

```
_Text ID                          99th Circuit Court
  101
                                  122 Justice Blvd.
 Letterhead:                      Courthouse, MI 49999


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


 Date:             1/12/07

                  JOHN EDWARD DOE
 Inside           123 MAIN STREET
 Address:         APT# 1A
                  ANY TOWN, MI  48999


 Salutation:      Dear JOHN EDWARD DOE:
                                                                  Legend
                          Press ENTER to define letter body.      = Predefined
                                                                  = JIS Data
                                                                  = Variable
 F3=Exit   F12=Cancel                                             = Hardcoded
```

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 the Notification Letter Heading maintenance in the customization area. If the court wishes to print the letter on pre-printed stationery, simply blank out all information in the customization area for Notification Letter Headings.

The 'Date' is the current system date.

The 'Inside Address' and 'Salutation' is retrieved from the JIS case master file based on the selected case.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Maintenance and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Statement Text Maintenance Screen.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement / Notification Letter Text

101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)

```
Text ID        Dear JOHN EDWARD DOE:
  101          It has come to our attention that your balance is overdue.
               Please send payment within 15 days or additional costs may
               be assessed and/or a warrant will be issued for your
               arrest.

Body:

Case           Overdue case(s) and amount due is listed below.
Detail:        XXXXXXXXXX  $99,999.99     XXXXXXXXXX  $99,999.99
               YOUR TOTAL BALANCE DUE IS:                      $999,999.99
               Payment can be made by credit card or money order.  No
Payment        personal checks.  Court hours are Monday thru Friday, 8:30
Information    to 4:30.
and
Additional
Information:

Closing:       99th Circuit Court                 Legend
               Collection Department        = Predefined    = Variable
F3=Exit   F12=Cancel   F16=Delete           = JIS Data      = Hardcoded
```

The second Notification Letter layout screen allows the user to add, change or delete the text that will print on the letter. There are two places to enter text, the 'body' section of the letter and the 'payment and any additional information' section of the letter. The user enters the text and presses Enter to save the new or changed Notification Letter. The user should enter the text exactly how it is to be printed on the letter. 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:

- The body of the letter must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Maintenance and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Statement Text Selection Screen or the Statement Text Maintenance Screen.
F16=Delete	Deletes the Notification Letter and returns the user to the Statement Text Selection Screen or the Statement 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. Prison / Jail Code

ATTENTION

This feature is reserved for future use and is not currently being used.

```
D0800DMC            Circuit Court Prison/Jail Maintenance    1/12/07  14:54:23

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 FACILITY
 _   P  CARSON CTY  CARSON CITY CORRECTIONAL FACILITY
 _   P  CHAS EGELR  CHARLES EGELER RECEPTION & GUIDANCE CENTER
 _   P  CHIPPEWA    CHIPPEWA CORRECTIONAL FACILITY
 _   P  CMP BRANCH  CAMP BRANCH
 _   P  COOPER ST   COOPER STREET CORRECTIONAL FACILITY
 _   P  CUSINO      CAMP CUSINO
 _   P  DANS        DANS PRISON
                                                                   More...
F3=Exit   F6=Add   F12=Cancel
```

The Prison / Jail Code Selection Screen will be displayed to the user when 4. Prison / Jail Code is selected from the Database menu. It allows the user the ability to change an existing code or add a new code.

Screen input edits are as follows:

- The option column will only accept a 2=Maintain Prison/Jail, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Prison/Jail Code Selection and returns the user to the Database Menu.
F6=Add	Allows the user to add a new Prison / Jail code.
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: 2. Prison / Jail Code

```
D0800DMC            Circuit Court Prison/Jail Maintenance    1/12/07  14:55:27

Type information, press Enter.

Prison or Jail . . :  P
Code . . . . . . . :  ALGER MAX

Name . . . . . . . .  ALGER MAXIMUM CORRECTIONAL FACILITY
Address 1  . . . . .  INDUSTRIAL PARK DRIVE
Address 2  . . . . .  PO BOX 600
City/ST/Zip  . . . .  MUNISING            MI  49862

Phone Number 1 . . .  906-387-5000
Phone Number 2 . . .  ____________

F3=Exit   F12=Cancel   F16=Delete
```

The Prison / Jail Code Maintenance Screen will be displayed to the user when option 2=Maintain Prison/Jail is selected or F6=Add is pressed on the previous screen. When adding, a blank screen will be displayed so the user can add a new code. On a change the screen will be filled in with the information already in the system. When the user has finished adding or changing a code they just need to press Enter to update the system with the new information.

Screen input edits are as follows:

- All fields must be filled in except Address 2 and Phone Number 2, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Prison/Jail Code Selection and returns the user to the Database Menu.
F12=Cancel	Returns the user to the Prison / Jail Code Selection Screen.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 3. Name Synchronization

```
_D0800DMC                    Name Synchronization          1/12/07  15:13:58

 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 date of birth 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: 4. Track Returned Statements

```
D6000DMC                    Track Returned Statements          6/09/14  15:42:23

Type choices, press Enter.

Stop Code Action. . . . . . . . . . .                (A=All Cases Stopped)
                                                     (M=Manually Determine)

Case Id . . . . . . . . . . . . . . . 00-000000



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 (Value = “M”).
- 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: 4. Track Returned Statements
Manual Action

```
D6000DMC        Track Returned Statements - Manual Action    6/09/14  15:52:03
Type options, press Enter.
 1=Select & Sync All   9=Stop All   A=Address History
                                                                  Address
Opt  Name/Address                   P/D      Birth   Case        Last Updated
 _   TAYLOR,MARUAN,LOVELL           D01    11/11/69 01-008690-FH    9/18/01
     1430 MASON ST                            Status: C
     FLINT MI  48503                         Amt Due:        60.00
            Filed:  9/18/01 WEAPONS-FIREARMS-POSSESS
 _   TAYLOR,MARUAN,LOVELL           D01    11/11/69 06-018294-FH    5/22/06
     5418 MARJA                               Status: C
     FLINT MI  48505                         Amt Due:     1,110.00
            Filed:  5/22/06 FLEE & ELUDE

                                                                      Bottom
F3=Exit   F10=Address Sync   F12=Cancel
```

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 lised 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 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: 5. Employer Maintenance

```
C0725DMC                      Employer Maintenance            8/24/18  10:50:26

Position to Employer Name . . . ______________________________________

Type options, press Enter.
 2=Maintain Employer

Opt Employer Name / Address                  Contact Name / Phone
 _  AFFORDABLE WOOD FLOOR REFINISHING
      ATTN: PAYROLL DEPT.
      1408 CARMAN STREET
      BURTON, MI  48529
 _  AI CARES
      ATTN PAYROLL
      2155 EXECUTIVE HILLS BLVD
      AUBURN HILLS, MI  48326
 _  AL SERRA AUTO PLAZA
      ATTN PAYROLL DEPT
      6167 SAGINAW RD
      GRAND BLANC, MI  48439
                                                                      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.

Screen input edits are as follows:

- The option field will only accept 2=Maintain Employer. 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

```
C0725DMC                      Employer Maintenance            8/24/18   10:51:53

Type information, press Enter.

Employer Name  . . .  AFFORDABLE WOOD FLOOR REFINISHING
Address 1  . . . . .  ATTN: PAYROLL DEPT.
Address 2  . . . . .  1408 CARMAN STREET
City/ST/Zip  . . . .  BURTON                 MI   48529

Contact Name . . . .  STEVE SMITH
Phone Number . . . .  517 555 2255









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

Clean-Up: 6. Re-Organize Circuit Collect Database Files

```
_D0800DMC          Re-organize Circuit Court Collect Files    1/12/07  14:56:29


              You are about to re-organize all of the Circuit Court
              Collection System database files.  Before you press
              Enter, make sure the following conditions are met:

                1. No users are working in the Circuit Court Collect
                   System.

                2. All batch jobs for the Circuit Court Collect System
                   have completed.

              Press Enter to start the database file re-organize.





  F3=Exit    F12=Cancel
```

The Re-organize Collection Files prompt will allow the user to perform “housekeeping” on all of 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 Collections 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 Database 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

Database: 7. Backup Circuit Collect System to Tape

```
D0800DMC     Circuit Court Collect System Database Backup    1/12/07  14:58:02

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 Circuit Court Collect System.

   2. All batch jobs for the Circuit Court Collect 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 Circuit Collection System software library, all
       non-system libraries, and/or the entire system, refer to
       your backup documentation.



F3=Exit   F12=Cancel
```

The Backup Collections System 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 Collections 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 Collections 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 Collections System Database Files screen and returns the user to the Database 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

```
C0725DMC     Circuit COLLECT Sys Tax Garnishment Processing  8/24/18  10:53:46

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

 Inquiry - Form:        3. Tax Garnishment Filing History - Release (Cur Year)
                        4. Tax Garnishment Filing Archive - Release (Prv Years)

 Yearly Reset:          5. Tax Garnishment File Reset - Archive
                        6. Tax Garnishment Regenerate from Archive
                        7. Potential Tax Garnishment Cases Report

Type selection, press Enter.  ===>

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

When the user takes an option 10. Tax Garnishment Processing from the main menu, the above screen will be displayed.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect 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 Processing

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 TESTCCxxxxyy where xxxx is your JIS court ID and yy is the current year. For example, if your JIS court ID is 0725 and you generated the file in 2011, then your share name will be TESTCC072511.

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\TESTCCxxxxyy where the xxx.xxx.xxx.xxx is the IP address of your AS/400 or iSeries and TESTCCxxxxyy 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 GARNISH.DAT file to the media you will send to MDOT for testing. The file name you send to MDOT must be named GARNISH.DAT, so do not rename this file. Also, that should be the only file on the media.

This burning process is difficult to document because it will likely require some additional software loaded on your PC. (CD/DVD burning software) Please refer to that software documentation to copy or burn the GARNISH.DAT file to the media.

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 Processing
Test File: TF. Create Test File (Required if submitting data file)
Report Example

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 defendants SSN.

```
Page:    1                                  0725 - 7TH CIRCUIT COURT                 Fed ID: FED123456       6/15/11  16:54:3
Sort Order: DEFENDANT NAME                  TAX GARNISHMENT TEST FILE LIST REPORT    Agency: 99TH CIRCUIT COURT

                                                                        Current
Defendant Name                      Case ID       Stat     SSN         Amt Due    Plaintiff

ABBOTT,LEONARD,GUESS                04-013800-FH  TEST  111-11-3333       120.00  People of the State of Michiga
2807 EATON PLACE                                                                   c/o 7th Circuit Court
FLINT, MI  48506                                                                   900 S. Saginaw St.
                                                                                   FLINT, MI  48502
                                                                                   Prosecutor:          Phone: 313-965-8600
                                                                                     AACH,ARNOLD K.,
                                                                                     MICH MUTUAL INS CO
                                                                                     DETROIT, MI  48226

ADAMS,MARQUES,TERRELL               01-007287-FH  TEST  111-11-1111     1,737.59  People of the State of Michiga
606 E BISHOP AVE                                                                   c/o 7th Circuit Court
FLINT, MI  48505                                                                   900 S. Saginaw St.
                                                                                   FLINT, MI  48502
                                                                                   Prosecutor:          Phone: 313-965-8600
                                                                                     AACH,ARNOLD K.,
                                                                                     MICH MUTUAL INS CO
                                                                                     DETROIT, MI  48226

ADAMS,RANDY,LYNN                    95-052075-FH  TEST  111-11-2222     1,846.86  People of the State of Michiga
4302 WESTERN RD LOT 20                                                             c/o 7th Circuit Court
FLINT, MI  48506                                                                   900 S. Saginaw St.
                                                                                   FLINT, MI  48502
                                                                                   Prosecutor:          Phone: 313-965-8600
                                                                                     AACH,ARNOLD K.,
                                                                                     MICH MUTUAL INS CO
                                                                                     DETROIT, MI  48226

ALLEN,ANGELA,JUNE                   05-016089-FH  TEST  111-11-9999     1,619.00  People of the State of Michiga
1010 HURD RD                                                                       c/o 7th Circuit Court
CLIO, MI  48420                                                                    900 S. Saginaw St.
                                                                                   FLINT, MI  48502
                                                                                   Prosecutor:          Phone: 313-965-8600
                                                                                     AACH,ARNOLD K.,
                                                                                     MICH MUTUAL INS CO
                                                                                     DETROIT, MI  48226

ALLEN,ANTHONY,JERMAINE              06-018342-FH  TEST  111-11-5555     1,090.00  People of the State of Michiga
1070 OSCEOLA STREET                                                                c/o 7th Circuit Court
FLINT, MI  48505                                                                   900 S. Saginaw St.
                                                                                   FLINT, MI  48502
                                                                                   Prosecutor:          Phone: 313-965-8600
                                                                                     AACH,ARNOLD K.,
                                                                                     MICH MUTUAL INS CO
                                                                                     DETROIT, MI  48226
```

Menus: 10. Tax Garnishment Processing

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

```
C0725DMC          Delete All Tax Garnishment Spooled Files     5/24/17   10:25:50

Type choices, press Enter.

Delete all Tax Garnishment Part 1 Spooled Files . . . . . . . . _ ('Y'es, 'N'o)
           User: C0725DMC OutQ: PRT01 Form: TaxGarn1

Delete all Tax Garnishment Part 2 Spooled Files . . . . . . . . _ ('Y'es, 'N'o)
           User: C0725DMC OutQ: PRT01 Form: TaxGarn2

Delete all Proof of Service Spooled Files . . . . . . . . . . . _ ('Y'es, 'N'o)
           User: C0725DMC OutQ: PRT01 Form: ProofSrv

REQUIREMENT: The user that generated the Tax Garnishments and Proofs must be
             the user doing this clean up.  This will insure that no spooled
             files will be deleted accidentally.

*** NOTE *** Depending on your selection and number of Tax Garnishments that
             were printed, this process can take a long time to complete.


F3=Exit    F12=Cancel
```

This line will display the location of the spooled files about to be deleted.

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.

The user must select Yes or No for the following options:

- Tax Garnishment Part 1 (with SSN)
- Tax Garnishment Part 2 (without SSN)
- 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 Processing

Forms: 1. Writ of Tax Garnishment

```
D6000DMC          Circuit Court Tax Garnishment Form Print    6/09/14  15:56:08

Position to Name . . . ________________________________ or Case ID . . ________

Type options, press Enter.
 4=Delete   5=Display   6=Print   7=Display ROA                          Last
                                   Birth                        Amount    Pay
Opt Name  ( █ = Missing Info)       Date    Case Id      St      Due     Date
 █  ABBOTT,LEONARD,GUESS           10/01/85 04-013800-FH C      105.00
 _  ACORD,JOSEPH,LYNN              10/06/76 96-054674-FH C       60.00
 _  ACORD,JOSEPH,LYNN              10/06/76 97-001160-FH C    1,462.55
 _  ADAMS,MARQUES,TERRELL           5/25/83 01-007287-FH C    1,737.59
 _  ALLEN,ANGELA,JUNE               7/06/69 05-016089-FH C    1,619.00
 _  ALLEN,ANTHONY,JERMAINE          3/31/80 06-018342-FH C    1,090.00
 _  ARTIS,CALVIN,LEE,JR            12/15/84 06-017555-FH C      624.00
 _  BABB,PRESTON,CHARLES            9/10/63 00-006864-FH C      370.00  4/23/14
 _  BABBITT,MARKICE,DESEAN,DALON    1/06/82 02-009208-FH C      438.90
 _  BAILEY,DESHAWN,ONEIL            1/13/78 07-019780-FH C    7,021.72
 _  BENTON,TRILLIUM,RISEAN          8/27/76 06-018702-FH C    1,110.00
 _  BEVERLY,PAUL,FITZGERALD         8/26/77 04-015375-FH C      119.00
 _  CADARETTE,DONOVAN,SCOTT         7/04/88 06-018854-FH C    1,836.00
                                                                        More...
F3=Exit   F6=Print All   F7=Print & Create File   F10=Report   F12=Cancel
```

Names that appear in red have missing information and will not print unless corrected.

The Last Pay date will show if any payments 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. 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 user can position the work list by typing a partial name or complete case ID in the fields provided.

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 F6=Print All and the F7=Print All & Create File will print the Tax Garnishments in alphabetical name order.

Screen input edits are as follows:

- The only valid options are 4=Delete, 5=Display, 6=Print or 7=Display ROA. Any other entry will generate an edit error.

Menus: 10. Tax Garnishment Processing
Forms: 1. Writ of Tax Garnishment

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Form Print and returns the user to the Tax Garnishment Menu.
F6=Print All	Prints a Writ of Tax Garnishment form for all of the individuals in the list.
F7=Print & Create File	Prints a Writ of Tax Garnishment form for all of the individuals in the list and writes records to an extract file. This file will be sent along with the Tax Garnishment forms for processing.
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
Forms: 1. Writ of Tax Garnishment
Option 5. Display

```
D6000DMC                Tax Garnishment Form Information      6/06/12  10:07:43

View information, press Enter.

Case Id  . . . . : 93-048815-FH          Amount due . . . :       651.48

Plaintiff:                               Defendant:
People of the State of Michigan          FREDCHENKO,MARY,ALEXIS
c/o 7th Circuit Court-Genesee Cty        13180 PINE VALLEY
900 S. Saginaw St.                       CLIO, MI 47420
Flint, MI  48502
                                         SSN  . . . . . . : 1[illegible]3-7687
Plaintiff's Attorney:
AACH,ARNOLD K.,
MICH MUTUAL INS CO
DETROIT, MI 48226
(313) 965-8600



F3=Exit   F12=Cancel
```

The amount due will be recalculated at the time the Tax Garn is printed.

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 Processing
Forms: 1. Request and Writ of Tax Garnishment
F6=Print All

```
D6000DMC          Circuit Court Tax Garnishment Form Print     9/25/13  11:54:27
                                          Print All - No Data File
Position to Name . . . ________
                                  Date of Issue . . . 9/26/13  MM/DD/YY
Type options, press Enter.
 4=Delete   5=Display   6=Print   Verify/Change Sort Order, press Enter.
                                    Sort by                          Output
Opt Name  ( = Missing Info)           C/N   Form                Copy  Queue
 _  ABBOTT,LEONARD,GUESS                N Tax Garn-Prt1-No SSN    1 PRT01
 _  ACORD,JOSEPH,LYNN                   N Tax Garn-Prt1-No SSN    2 PRT01
 _  ALLEN,ANGELA,JUNE                   N Tax Garn-Prt1-No SSN    3 PRT01
 _  ALLEN,ANTHONY,JERMAINE              N Tax Garn-Prt2-SSN       1 PRT01
 _  ARTIS,CALVIN,LEE,JR                 N Tax Garn-Prt2-SSN       2 PRT01
 _  BABB,PRESTON,CHARLES
 _  BABBITT,MARKICE,DESEAN,DALO
 _  BAILEY,DESHAWN,ONEIL
 _  BENTON,TRILLIUM,RISEAN
 _  BEVERLY,PAUL,FITZGERALD
 _  CADARETTE,DONOVAN,SCOTT
 _  CALLAWAY,DREKO,SHAMAR                                                Bottom
 _  DANIELS,RYAN,KEITH             F3=Exit   F12=Cancel

F3=Exit   F6=Print All   F7=Pri
```

The above screen displays when the user selects function key F6=Print All. 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. 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 screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Tax Garnishment Print All sceen and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Tax Garnishment Processing
Forms: 1. Request and Writ of Tax Garnishment
F7=Print All & Create Data File

```
D6000DMC          Circuit Court Tax Garnishment Form Print    9/25/13  12:02:25
                                  Print All - Create Data File
Position to Name . . . ________
                                  Date of Issue . . . 9/26/13  MM/DD/YY
Type options, press Enter.
 4=Delete   5=Display   6=Print   Verify/Change Sort Order, press Enter.
                                    Sort by                          Output
Opt Name   ( = Missing Info)          C/N   Form              Copy   Queue
 _  ABBOTT,LEONARD,GUESS                N Tax Garn-Prt1-No SSN   1 PRT01
 _  ACORD,JOSEPH,LYNN                   N Tax Garn-Prt1-No SSN   2 PRT01
 _  ALLEN,ANGELA,JUNE                   N Tax Garn-Prt1-No SSN   3 PRT01
 _  ALLEN,ANTHONY,JERMAINE              N Tax Garn-Prt2-SSN      1 PRT01
 _  ARTIS,CALVIN,LEE,JR                 N Tax Garn-Prt2-SSN      2 PRT01
 _  BABB,PRESTON,CHARLES
 _  BABBITT,MARKICE,DESEAN,DALO
 _  BAILEY,DESHAWN,ONEIL
 _  BENTON,TRILLIUM,RISEAN
 _  BEVERLY,PAUL,FITZGERALD
 _  CADARETTE,DONOVAN,SCOTT
 _  CALLAWAY,DREKO,SHAMAR                                              Bottom
 _  DANIELS,RYAN,KEITH            F3=Exit   F12=Cancel

F3=Exit   F6=Print All   F7=Pri
```

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. 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 sceen and returns the user to the Tax Garnishment Form Print screen.

Menus: 10. Garnishment Processing

Forms: 1. Writ of Tax Garnishment – Part 1 Example

Approved, SCAO

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)

• STATE OF MICHIGAN _____ JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT	REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)	• CASE NO. 13-032692-FH

Court address: 7TH CIRCUIT COURT 900 S SAGINAW ST FLINT
• Zip code: 48502
Court telephone no.: (810) 257-2711

This portion to be completed by the court only. TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mail to: ☐ the plaintiff. ☐ the plaintiff's attorney. X the court.

Plaintiff's name and address (judgment creditor)
PEOPLE OF THE STATE OF MICHIGAN
C/O 7TH CIRCUIT COURT
900 S SAGINAW ST
FLINT MI 48502

Plaintiff FE no. / Social security no.
386004849

Plaintiff's attorney, address
MENEAR BARBARA A
900 S SAGINAW ST
FLINT MI 48502

Plaintiff attorney FE no.

Plaintiff attorney telephone no.
• (810) 257-2711

v

Defendant's name and address (judgment debtor)
BACON,CHARLES,ANDREW
1504 W MYRTLE ST
FLINT MI 48504

Social security no.
123-44-5555

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

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 07/15/13, the plaintiff received judgment against the defendant for: $ 2,187.60 .
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: $ 2,187.60 .
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 garnishment to intercept income tax and that it be paid to ☐ plaintiff's attorney. ☐ plaintiff.

I declare that the statements above are true to the best of my information, knowledge, and belief.

08/24/18
Date

Plaintiff/Agent/Attorney signature

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 this 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 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 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 stated at the top of this form.**

08/24/18
Date of issue

Deputy court clerk

MC 52 (4/18) **REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 1)** MCL 600.4061, MCL 600.4061a

Menus: 10. Garnishment Processing

Forms: 1. Writ of Tax Garnishment – Part 2 Example

Approved, SCAO

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)

• STATE OF MICHIGAN ____ JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT	REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)	• CASE NO. 13-032692-FH

Court address: 7TH CIRCUIT COURT 900 S SAGINAW ST FLINT
• Zip code: 48502
Court telephone no.: (810) 257-2711

This portion to be completed by the court only. TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mail to: ☐ the plaintiff. ☐ the plaintiff's attorney. X the court.

Plaintiff's name and address (judgment creditor)
PEOPLE OF THE STATE OF MICHIGAN
C/O 7TH CIRCUIT COURT
900 S SAGINAW ST
FLINT MI 48502

v

Defendant's name and address (judgment debtor)
BACON,CHARLES,ANDREW
1504 W MYRTLE ST
FLINT MI 48504

Plaintiff's attorney, address
MENEAR BARBARA A
900 S SAGINAW ST
FLINT MI 48502

Plaintiff attorney FE no.

Plaintiff attorney telephone no.
(810) 257-2711

Garnishee: Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

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 07/15/13, the plaintiff received judgment against the defendant for: $ 2,187.60
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: $ 2,187.60
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 garnishment to intercept income tax and that it be paid to ☐ plaintiff's attorney. ☐ plaintiff.

I declare that the statements above are true to the best of my information, knowledge, and belief.

08/24/18
Date

Plaintiff/Agent/Attorney signature

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 this 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 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 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 stated at the top of this form.**

08/24/18
Date of issue

Deputy court clerk

MC 52 (4/18) **REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 2)** MCL 600.4061, MCL 600.4061a

Menus: 10. Tax Garnishment

Forms: 1i. Instructions for Defendant

```
C0725DMC                    Instructions for Defendant          8/24/18   11:30:54

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 . . . . . . . 223         (Number)

F3=Exit    F12=Cancel
The Tax Garnishment file currently has 223 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.

Menus: 10 Garnishment Processing

Forms: 2. Proof of Service

```
D6000DMC          Circuit Court Proof of Service Form Print   6/09/14  16:16:47

Position to Name . . . ______________________________ or Case ID . . ________

Type options, press Enter.
 5=Display   6=Print   7=Display ROA
                                        Birth                    Printed
Opt  Name                               Date    Case Id           Date
 _   FELICIANO,HERIBERTO,              5/21/61  93-049174-FH    6/09/14
 _   JACKSON,CONDONAS,AZAREE           5/14/77  01-008035-FH    6/09/14
 _   LAKE,RICHARD,LEE                  2/23/76  96-054344-FH    6/09/14
 _   MADDOX,CHRISTOPHER,LLOYD          1/20/66  05-017116-FH    6/09/14
 _   OBRIEN,MICHAEL,R                  4/04/46  01-008649-FH    6/09/14
 _   QUINN,QUETEZ,PONELL              12/02/82  07-019715-FH    6/09/14
 _   RADFORD,JASON,VON                11/20/74  05-015842-FH    6/09/14
 _   RANCOUR,JEFFERY,MICHAEL           9/23/65  04-014447-FH    6/09/14

                                                                   Bottom
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. The Proof of Service form can be individually printed with option 6=Print. The ROA can be displayed for the case with option 7=Display ROA. The user can position the work list by typing a partial name or complete case ID in the fields provided.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print, or 7=Display ROA. 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 of 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      9/09/09  10:36:28

 View information, press Enter.

 Case Id  . . . . : 07-019780-FH          Amount due . . . :     7,021.72

 Plaintiff:                               Defendant:
                                          BAILEY,DESHAWN,ONEIL
 People of the State of Michigan          6938 YORKSHIRE DR
                                          FLINT, MI 48505

 Attorney:                                SSN  . . . . 999-99-9999
 LEYTON,DAVID S.,
 900 S SAGINAW ST
 FLINT, MI 48502
 (810) 257-3210




 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

```
D                              Proof of Service

P   Type choices, press Enter.
     1=Select
T
    X OFFICER CERTIFICATE            or  _ AFFIDAVIT OF PROCESS SERVER

O   X I served the request and writ of garnishment, the $6.00 fee, and any
       attachments by:
           _ personal service          X registered or certified mail (copy
                                          of return receipt attached) on:
      Date . . . . . 9/10/09       Time . . . . . 10:45 (HH:MM)
                                                        (24 Hour Clock)
    X I served a copy of the request and writ of garnishment by:
           _ personal service          X first class mail on:
      Date . . . . . 9/10/09       Time . . . . . 10:45 (HH:MM)
                                                        (24 Hour Clock)
    Name . . . . . JOHN C. DOE
    Title  . . . . COURT COLLECTIONS MANAGER

    F3=Exit   F12=Cancel

F
```

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 print on the Proof of Service form. The values will be defaulted from the previous print. If a blank form is desired the user just needs to blank out any existing entries and press Enter and a blank form will 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
                                          Print All - Proof of Service
P   Type choices, press Enter.
     1=Select                          Verify Sort Order, Press Enter.
T
    _ OFFICER CERTIFICATE                Sort by                          Output
                                           C/N    Form              Copy  Queue
O   X I served the request and             N Proof of Service        1 PRT00
       attachments by:                     N Proof of Service        2 PRT00
           X personal service              N Proof of Service        3 PRT00

      Date . . . . .  9/26/13

    X I served a copy of the re
           X personal service
      Date . . . . .  9/26/13

    Name . . . . . CAROL
    Title  . . . . COURT COLLEC

                                                                        Bottom
    F3=Exit    F12=Cancel             F3=Exit    F12=Cancel

F
```

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. Garnishment

Forms: 2. Proof of Service – Example

REQUEST AND WRIT FOR GARNISHMENT
(INCOME TAX REFUND/CREDIT)
Case No. 07-019780-FH

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the garnishee with this request and writ of garnishment, the $6.00 fee, and any attachments, and file proof of service with the court clerk as directed by the plaintiff. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

☐ OFFICER CERTIFICATE	OR	X AFFIDAVIT OF PROCESS SERVER
I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)		Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

X I served the request and writ of garnishment, the $6.00 fee, and any attachments by:
X personal service ☐ registered or certified mail (copy of return receipt attached) on:

Garnishee name	Complete address of service	Day, date, time
Michigan Department of Treasury Third Party Withholding Unit	PO Box 30785 Lansing, Michigan 48909	Thursday 10/08/09 9:10 am

X I served a copy of the request and writ of garnishment by:
X personal service ☐ first class mail on:

Defendant name	Complete address of service	Day, date, time
BAILEY,DESHAWN,ONEIL	6938 YORKSHIRE DR FLINT, MI 48505	Thursday 10/08/09 9:10 am

☐ I have personally attempted to serve the request and writ of garnishment on the defendant and have been unable to complete service.

Defendant's name	Complete address(es) of service	Day, date, time

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service Fee	Miles traveled	Fee	
$		$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
$		$	$

Signature

JOHN C. DOE
Name (type or print)

COURT COLLECTIONS MANAGER
Title

Subscribed and sworn to before me on _____ (Date), _____ County, Michigan.

My commission expires: _____ (Date) Signature: _____ (Deputy court clerk/Notary public)

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received the request and writ of garnishment (and the $6.00 fee and attachments if applicable) on

_____ .
Day, date, time

_____ on behalf of _____
Signature

MCR 2.105

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 3. Tax Garnishment History – Release

```
D6000DMC            Circuit Tax Garnishment History Inquiry   5/
                                                          Mode:

Position to Name . . . ________________________________ or Case .

Type options, press Enter.
 5=Display   6=Print Release   7=ROA   D=Disclosure   G=Reprint Tax
                                  Birth                        Garn Am     File
     Name on Writ ( █ = Zero Bal)  Date   Case Id     St       Cur Ba     Date
     EVERETT,JAMES,MARTIN        10/31/59 02-010538-FH C     25,304.2   11/01/14
                                                             25,304.2
     FAITH,JONATHON,ROBERT        7/12/87 05-017014-FH C     14,241.0   11/01/14
       Released: 05/12/15 Disclosure:  5/14/15 20.00 +       14,241.0
     FELICIANO,HERIBERTO,         5/21/61 93-049174-FH C      2,000.00  11/01/14
                                                              1,140.00
_    FREDCHEN[illegible]MARY,ALEXIS       9/24/75 93-048815-FH C        651.48  11/01/14
                                                                 651.48
     [illegible]SON,CLIFFORD,D           7/09/76 97-000266-FH C         60.00  11/01/14
                                                                  60.00
     GALVAN,ELISEO,ELVIS          3/18/69 05-016107-FH C     27,679.38  11/01/14
                                                             27,679.38
                                                                          More...
F3=Exit   F6=Print Report (Mode)   F9=All/Zero Balance Cases   F12=Cancel
```

The highlighted field indicates a difference from the amount printed on the writ and the current balance due.

If a Release was printed, the date display when it was generated.

If a Disclosure was received, the date and amount will be displayed.

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the current year. If a Tax Garnishment Release form is to be printed, the user would place a 6=Print Release next the desired case and press Enter. If the Tax Garn needs to be reprinted for any reason, the user would place a G=Reprint Tax Garn next to the desired case and press Enter. The user can position the work list by typing a partial name or complete case ID in the fields provided.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release, 7=Display ROA, D=Disclosure, and G=Reprint Tax Garn. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment 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.
F9=All/Closed Cases	This function will toggle the record selection for the screen between all cases and closed 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 Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option 5=Display

```
D6000DMC                Tax Garnishment Form Information      6/06/12  10:12:20

View information, press Enter.

Case Id  . . . . : 00-007180-FH

Date reviewed. . : 12/20/11                Amount Due on Garn . :       320.00
Date filed . . . : 12/20/11                Current Amount Due . :          .00

Plaintiff:                                 Defendant:
People of the State of Michigan            BEARUP,LAWRENCE,DOUGLAS
c/o 7th Circuit Court-Genesee Cty          1526 ARIZONA
900 S. Saginaw St.                         FLINT, MI 48506
Flint, MI 48502
                                           SSN  . . . . . . : 444-44-4444
Plaintiff's Attorney:
PINDER,DORA P.,
4936 COMSTOCK DR
COLUMBUS, OH 43232
(614) 501-0476


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 History screen.

Menus: 10. Tax Garnishment Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option 6=Print Release

```
D6000DMC                Tax Garnishment Release Form Print     6/06/12  10:13:42

Type selection, press Enter.          |    Case Id . . . . . : 00-007180-FH
 X=Select                             |    Date Reviewed . . : 12/20/11
                                      |    Date Filed  . . . : 12/20/11
 X The garnishment issued on          |    Amount Due on Writ:       320.00
   12/20/11 is withdrawn by           | Defendant:
   the plaintiff.                     |    BEARUP,LAWRENCE,DOUGLAS
      Authorized by:  _ Plaintiff     |    1526 ARIZONA
 --OR--                _ Attorney     |
                                      |    FLINT, MI 48506
 _ The garnishment issued on          |    SSN . . . . . : 444-44-4444
   12/20/11 is cancelled by           | Plaintiff:
   the court.                         |    People of the State of Michigan
                                      |    c/o 7th Circuit Court-Genesee Cty
Select or type Last Date Paid.        |    900 S. Saginaw St.
                                      |    Flint, MI 48502
 _ The last payment date found        | Prosecutor:
   for this case is  1/05/01 .        |     32387
 --OR--                               |    PINDER,DORA P.,
 _ Use this Last Date Paid 06/08/12 .|    4936 COMSTOCK DR
                                      |    COLUMBUS, OH 43232
F3=Exit   F12=Cancel                  |    (614) 501-0476
```

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 withdrawn 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. The form will not print without that selection.

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 Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option 6=Print Release – Part 1 Example

Approved, SCAO

Original – Court (Part 1)
1st Copy – Garnishee (Part 2)
2nd Copy – Defendant (Part 2)
3rd Copy – Plaintiff (Part 2)

STATE OF MICHIGAN ___ JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH

Court address
GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502

Court telephone no.
(810) 257-3220

Plaintiff name and address (judgment creditor)
People of the State of Michigan

v

Defendant name and address (judgment debtor)
ADAMS,MARQUES,TERRELL
606 E BISHOP AVE
FLINT, MI 48505

Plaintiff's attorney, bar no., address, and telephone no.
AARDEMA,ROBERT B.,
34306
5360 CASCADE RD SE
GRAND RAPIDS, MI 49546
(616) 575-2060

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

** [redacted]
** Insert social security number here.

TO THE GARNISHEE:

☐ 1. The garnishment issued on _____ (Date) is withdrawn by the plaintiff.

The withdraw was authorized on _____ (Date) by _____ (Plaintiff/Attorney) _____ (Bar no.).

☒ 2. The garnishment issued on 9/03/10 (Date) is cancelled by the court.

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 9/03/10 (Date) shall be returned to the defendant and any further withholdings shall be discontinued.

9/03/10
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).

9/03/10
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 (Part1) MCR 3.101

Menus: 10. Tax Garnishment Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option 6=Print Release – Part 2 Example

Approved, SCAO

Original – Court (Part 1)
1st Copy – Garnishee (Part 2)
2nd Copy – Defendant (Part 2)
3rd Copy – Plaintiff (Part 2)

STATE OF MICHIGAN ___ JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH

Court address
GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502

Court telephone no.
(810) 257-3220

Plaintiff name and address (judgment creditor)
People of the State of Michigan

v

Defendant name and address (judgment debtor)
ADAMS,MARQUES,TERRELL
606 E BISHOP AVE
FLINT, MI 48505

Plaintiff's attorney, bar no., address, and telephone no.
AARDEMA,ROBERT B.,
34306
5360 CASCADE RD SE
GRAND RAPIDS, MI 49546
(616) 575-2060

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

Defendant's social security no.
111-11-1111

TO THE GARNISHEE:

☐ 1. The garnishment issued on _____ (Date) is withdrawn by the plaintiff.

The withdraw was authorized on _____ (Date) by _____ (Plaintiff/Attorney) _____ (Bar no.).

☒ 2. The garnishment issued on 9/03/10 (Date) is cancelled by the court.

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 9/03/10 (Date) shall be returned to the defendant and any further withholdings shall be discontinued.

9/03/10
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).

9/03/10
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 Processing
Inquiry - Form: 3. Tax Garnishment History - Release
Option D=Disclosure

```
D6000DMC            Circuit Tax Garnishment History Inquiry   5/18/15  14:56:47

Position to Name . . . ________________________________ or Case . . . ________

Type options, press Enter                 Disclosure Entry
 5=Display   6=Print Rele
                                 Type option or information, press Enter.
Opt  Name on Writ ( █ = Z         4=Delete
 D   GALVAN,ELISEO,ELVIS         Opt    Date        Amount   Final   Entered By
                                      █________  ____________  _
 _   HACKNEY,ERNEST,DWAYN

 _   HAISS,MELISSA,                   (No Disclosure records to display.)

 _   HEARD,DONIEL,ANTOINE

 _   HOLCOMB,JASON,PATRIC
                                 F12=Cancel
 _   INGERSOLL,KORRINA,MA

                                                                        More...
F3=Exit   F6=Print Report (Mode)   F9=All/Zero Balance Cases   F12=Cancel
```

Previously entered Disclosure information will be displayed here.

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 Processing
Inquiry - Form: 3. Tax Garnishment 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 Processing
Inquiry - Form: 3. Tax Garnishment History - Release
F6=Print Report - Example

This report will print in the "mode" the screen was in when the user pressed F6=Print Report. If all cases were displayed on the screen, all cases will be included on the report. If only zero balance cases were displayed on the screen (via the F9 key) then only zero balance cases will be included on the report.

Page 1 — 25 - 7TH CIRCUIT COURT — 5/19/15 15:12:28
ALL Cases — Collections - Tax Garnishment History Report

Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Garn	Current Balance Due	File Date	Release Date	Disclosure Date	Disclosure Amount
AARON,ROBERT,DANIEL	11/14/68	00-006352-FH	C	60.00	60.00	11/01/14	05/13/15	05/14/15	50.00
ABBOTT,LEONARD,GUESS	10/01/85	04-013800-FH	C	105.00	105.00	11/01/14	05/13/15		
ACORD,JOSEPH,LYNN	10/06/76	96-054674-FH	C	60.00	60.00	05/13/15	05/13/15	05/14/15	35.00
ACORD,JOSEPH,LYNN	10/06/76	97-001160-FH	C	1,462.55	1,462.55	11/01/14			
ADAMS,MARQUES,TERRELL	05/25/83	01-007287-FH	C	1,737.59	1,737.59	11/01/14			
ALLEN,ANGELA,JUNE	07/06/69	05-016089-FH	C	1,619.00	1,619.00	11/01/14			
ALLEN,ANTHONY,JERMAINE	03/31/80	06-018342-FH	C	1,090.00	1,090.00	11/01/14			
BABB,PRESTON,CHARLES	09/10/63	00-006864-FH	C	370.00	370.00	11/01/14	05/13/15		
BABBITT,MARKICE,DESEAN,DALON	01/06/82	02-009208-FH	C	438.90	438.90	11/01/14			
BAILEY,DESHAWN,ONEIL	01/13/78	07-019780-FH	C	7,021.72	7,021.72	11/01/14			
BENTON,TRILLIUM,RISEAN	08/27/76	06-018702-FH	C	1,110.00	1,110.00	05/11/15			
BEVERLY,PAUL,FITZGERALD	08/26/77	04-015375-FH	C	119.00	119.00	11/01/14	05/15/15		
CADARETTE,DONOVAN,SCOTT	07/04/88	06-018854-FH	C	1,836.00	1,836.00	11/01/14			
CALLAWAY,DREKO,SHAMAR	02/25/86	05-016290-FH	D	1,344.00	1,344.00	11/01/14			
DANIELS,RYAN,KEITH	02/28/88	05-015858-FH	C	744.00	744.00	11/01/14			
DAVIS,ALEX,RICHMOND	11/15/62	96-054580-FH	C	1,375.00	1,375.00	11/01/14			
DENDY,PERCY,SOLOMON		05-265079-PP	C	3,300.00	3,300.00	11/01/14			
EARNEST,JONATHAN,	04/02/62	97-001593-FH	C	1,020.00	1,020.00	11/01/14			
EBERHARDT,MICHAEL,JAMES	02/10/66	04-015051-FH	C	17,133.32	17,133.32	11/01/14			
EVERETT,JAMES,MARTIN	10/31/59	02-010538-FH	C	25,304.29	25,304.29	11/01/14			
FAITH,JONATHON,ROBERT	07/12/87	05-017014-FH	C	14,241.07	14,241.07	11/01/14		05/14/15 +	75.00
FELICIANO,HERIBERTO,	05/21/61	93-049174-FH	C	2,000.00	1,140.00	11/01/14			
FREDCHENKO,MARY,ALEXIS	09/24/75	93-048815-FH	C	651.48	651.48	11/01/14			
GADISON,CLIFFORD,D	07/09/76	97-000266-FH	C	60.00	60.00	11/01/14			
GALVAN,ELISEO,ELVIS	03/18/69	05-016107-FH	C	27,679.38	27,679.38	11/01/14			
HACKNEY,ERNEST,DWAYNE	09/25/66	05-017246-FH	C	1,165.33	1,165.33	11/01/14			
HAISS,MELISSA,	06/06/54	01-007803-FH	C	6,890.00	6,890.00	11/01/14			
HEARD,DONIEL,ANTOINE	07/08/82	05-015825-FH	C	414.00	414.00	11/01/14			

Page 3 — 25 - 7TH CIRCUIT COURT — 5/19/15 15:12:28
ALL Cases — Collections - Tax Garnishment History Report

Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Garn	Current Balance Due	File Date	Release Date	Disclosure Date	Disclosure Amount
VALENTINE,ANTHONY,		91-045796-FH	C	300.00	300.00	11/01/14			
VALLIENCOURT,CLIFFORD,JOSEPH	10/12/51	01-008080-FH	C	410.00	410.00	11/01/14			
WADE,JAMES,MAURICE	04/24/62	01-009021-FH	C	210.00	210.00	11/01/14			
WAGSTAFF,JASON,D	07/02/70	01-008364-FH	C	60.00	60.00	11/01/14			
YAGER,KENNETH,DALE	05/08/65	01-007911-FC	C	60.00	60.00	11/01/14			
YANCY,MATTHEW,DAVID	05/24/79	98-002292-FH	C	60.00	60.00	11/01/14			
ZAHER,RAJI,JOSEPH	07/04/69	93-048655-FH	C	442.00	442.00	11/01/14			
ZALENSKI,MARTIN,DANIEL	11/20/75	04-013819-FH	C	2,016.00	2,016.00	11/01/14			
ZAPATA,RAFUL,	05/14/46	94-050622-FH	C	760.00	760.00	11/01/14			
ZIMMERMAN,ROBERT,CHARLES	05/20/68	06-018941-FH	C	520.00	520.00	11/01/14			
				598,237.77	597,377.77				292.00

** End of Report **

Menus: 10. Tax Garnishment Processing

Inquiry - Form: 4. Tax Garnishment Archive – Release

```
D6000DMC           Circuit Tax Garnishment Archive Inquiry   6/09/14  16:31:00

Position to Name . . . ________________________________ or Case . . . ________

Type options, press Enter.
 5=Display   6=Print Release   7=Display ROA
                                  Birth                     Amount Due    File
Opt  Name                          Date   Case Id      St    on Garn     Date
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  9/19/08
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  8/19/10
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  8/20/10
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  8/20/10
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00 10/13/10
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  5/27/11
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  8/03/11
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  8/09/11
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00  9/23/11
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       120.00 12/20/11
 _   ABBOTT,LEONARD,GUESS        10/01/85 04-013800-FH C       105.00 11/11/13
 _   ACORD,JOSEPH,LYNN           10/06/76 96-054674-FH C        60.00  8/19/10
 _   ACORD,JOSEPH,LYNN           10/06/76 96-054674-FH C        60.00 10/14/10
                                                                        More...
F3=Exit   F6=Print Report   F12=Cancel
```

The above screen displays all of 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 Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
Option 5=Display

```
_D0800DMC                Tax Garnishment Form Information      8/20/07  07:57:14

 View information, press Enter.

 Case Id  . . . . : 02-010538-FH          Amount due . . . :    25,304.29

 Date reviewed. . :  7/30/2007
 Date filed . . . :  7/30/2007

 Plaintiff:                               Defendant:
 Genesee County Circuit Court             EVERETT,JAMES,MARTIN
                                          511 UNION ST
                                          PORT HURON, MI 48060

 Attorney:                                SSN  . . . . . . :  999-99-9999
 BUSCH,ARTHUR A.,
 3010 S DYE RD
 FLINT, MI 48507
 (810) 732-9400



 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 History screen.

Menus: 10. Tax Garnishment Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
Option 6=Print Release

```
D6000DMC                Tax Garnishment Release Form Print     9/01/10  15:31:45

Type selection, press Enter.                 Case Id . . . . . : 01-007287-FH
 X=Select                                    Date Reviewed . . :  8/20/10
                                             Date Filed  . . . :  9/20/10
 X The garnishment issued on                 Amount Due on Writ:      1,737.59
    9/20/10 is withdrawn by                Defendant:
   the plaintiff.                            ADAMS,MARQUES,TERRELL
                                             606 E BISHOP AVE
   Authorized by:  _ Plaintiff               FLINT, MI 48505
                   _ Attorney
                                             SSN . . . . . . . : 111-11-1111
 --OR--                                    Plaintiff:

 _  The garnishment issued on                People of the State of Michigan
    9/20/10 is cancelled by
    the court.                             Prosecutor:
                                              34306
                                             AARDEMA,ROBERT B.,
                                             5360 CASCADE RD SE
                                             GRAND RAPIDS, MI 49546
                                             (616) 575-2060
F3=Exit   F12=Cancel
```

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 withdrawn by the court.

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. The form will not print without that selection.

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 Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
Option 6=Print Release – Part 1 Example

Approved, SCAO

Original – Court (Part 1)
1st Copy – Garnishee (Part 2)
2nd Copy – Defendant (Part 2)
3rd Copy – Plaintiff (Part 2)

STATE OF MICHIGAN ___ JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH

Court address
GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502

Court telephone no.
(810) 257-3220

Plaintiff name and address (judgment creditor)
People of the State of Michigan

v

Defendant name and address (judgment debtor)
ADAMS,MARQUES,TERRELL
606 E BISHOP AVE
FLINT, MI 48505

Plaintiff's attorney, bar no., address, and telephone no.
AARDEMA,ROBERT B.,
34306
5360 CASCADE RD SE
GRAND RAPIDS, MI 49546
(616) 575-2060

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

** [redacted]
** Insert social security number here.

TO THE GARNISHEE:

☐ 1. The garnishment issued on _____ (Date) is withdrawn by the plaintiff.

The withdraw was authorized on _____ (Date) by _____ (Plaintiff/Attorney) _____ (Bar no.).

☒ 2. The garnishment issued on 9/03/10 (Date) is cancelled by the court.

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 9/03/10 (Date) shall be returned to the defendant and any further withholdings shall be discontinued.

9/03/10
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).

9/03/10
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 (Part1) MCR 3.101

Menus: 10. Tax Garnishment Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
Option 6=Print Release – Part 2 Example

Approved, SCAO

Original – Court (Part 1)
1st Copy – Garnishee (Part 2)
2nd Copy – Defendant (Part 2)
3rd Copy – Plaintiff (Part 2)

STATE OF MICHIGAN ___ JUDICIAL DISTRICT 7TH JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 01-007287-FH

Court address
GENESEE COUNTY, COUNTY CLERK, 900 S. SAGINAW FLINT, MI 48502

Court telephone no.
(810) 257-3220

Plaintiff name and address (judgment creditor)
People of the State of Michigan

v

Defendant name and address (judgment debtor)
ADAMS,MARQUES,TERRELL
606 E BISHOP AVE
FLINT, MI 48505

Plaintiff's attorney, bar no., address, and telephone no.
AARDEMA,ROBERT B.,
34306
5360 CASCADE RD SE
GRAND RAPIDS, MI 49546
(616) 575-2060

Garnishee
Third Party Withholding Unit
Michigan Department of Treasury
PO Box 30785
Lansing, Michigan 48909

Defendant's social security no.
111-11-1111

TO THE GARNISHEE:

☐ 1. The garnishment issued on _____ (Date) is withdrawn by the plaintiff.

The withdraw was authorized on _____ (Date) by _____ (Plaintiff/Attorney) _____ (Bar no.).

☒ 2. The garnishment issued on 9/03/10 (Date) is cancelled by the court.

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 9/03/10 (Date) shall be returned to the defendant and any further withholdings shall be discontinued.

9/03/10
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).

9/03/10
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 Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
F6=Print Report

```
D6000DMC            Circuit Tax Garnishment Archive Inquiry   6/06/12  10:34:15

Position to Name . . . ________________________________ or Case . . . ________

Type options, press Enter          Report Year
 5=Display   6=Print Rele
                                 Reporting Year. . . 2012      Amount Due    File
Opt  Name                        (Cal Year Garn in effect)       on Garn     Date
 _   ALLEN,ANTHONY,JERMAI                                       1,090.00  8/09/11
 _   ALLEN,ANTHONY,JERMAI         F3=Exit   F12=Cancel           1,090.00  9/07/11
 _   ARTIS,CALVIN,LEE,JR                                          624.00  2/15/07
 _   BABB,PRESTON,CHARLES                                         400.00  8/20/07
 _   BABB,PRESTON,CHARLES          9/10/63 00-006864-FH C        400.00 10/24/07
 _   BABB,PRESTON,CHARLES          9/10/63 00-006864-FH C        400.00 10/14/10
 _   BABB,PRESTON,CHARLES          9/10/63 00-006864-FH C        400.00  5/27/11
 _   BABB,PRESTON,CHARLES          9/10/63 00-006864-FH C        400.00  8/03/11
 _   BABB,PRESTON,CHARLES          9/10/63 00-006864-FH C        400.00  8/09/11
 _   BABB,PRESTON,CHARLES          9/10/63 00-006864-FH C        400.00  9/07/11
 _   BABBITT,MARKICE,DESEAN,DALO   1/06/82 02-009208-FH C        638.90 10/30/08
 _   BABBITT,MARKICE,DESEAN,DALO   1/06/82 02-009208-FH C        638.90  8/19/10
 _   BABBITT,MARKICE,DESEAN,DALO   1/06/82 02-009208-FH C        638.90  8/20/10
                                                                          More...
F3=Exit   F6=Print Report   F12=Cancel
```

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 Processing
Inquiry - Form: 4. Tax Garnishment Archive - Release
F6=Print Report - Example

Page 1 — 0725 - 7TH CIRCUIT COURT — 10/19/16 14:51:44

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 Garn	Current Balance Due	File Date	Release Date
BABB,PRESTON,CHARLES	9/10/63	00-006864-FH	C	370.00	370.00	2/20/15	5/13/15
BABBITT,MARKICE,DESEAN,DALON	1/06/82	02-009208-FH	C	438.90	438.90	2/20/15	
BAILEY,DESHAWN,ONEIL	1/13/78	07-019780-FH	C	7,021.72	7,021.72	2/20/15	
QUINN,QUETEZ,PONELL	12/02/82	07-019715-FH	C	680.00	680.00	2/20/15	
ZIMMERMAN,ROBERT,CHARLES	5/20/68	06-018941-FH	C	520.00	520.00	2/20/15	
				9,030.62	9,030.62		

** End of Report **

Menus: 10. Tax Garnishment Processing

Yearly Reset: 5. Tax Garnishment File Reset – Archive

```
D6000DMC              Tax Garnishment File Reset - Archive    10/17/16  14:25:17

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 filed 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 Processing

Yearly Reset: 6. Tax Garnishment Regenerate from Archive

```
C0725DMC            Tax Garnishment Regenerate from Archive    5/19/17   14:29:50
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
TxR. All data validation and printing of the forms is controll
Selection criteria:
  Case Closed Date Range . . . .  ________ thru ________ (MM/DD/YY -
  Amount Due Range . . . . . . .        10.00 to 9,999,999.99 ($ Rang
  Case Status. . . . . . . . . . 1 (1=All, 2=Warrants Only, 3=Non-Wa
  SSN Selection  . . . . . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
  Case Privacy . . . . . . . . . 1 (1=All, 2=Public Only, 3=Supressed)
  Address State. . . . . . . . . 1 (1=All, 2=MI Only, 3=Non-MI)
  Restitution Owing. . . . . . . 1 (1=All, 2=Rest Only, 3=Non-Rest)
  Payment Plan . . . . . . . . . 1 (1=All, 2=Pay Pla
  Active Wage Assignment . . . . 1 (1=All, 2=WgAsn Only, 3=Non-WgAsn
  Disclosure Received. . . . . . 1 (1=All, 2=Discl Only, 3=No Discl)
  Deceased . . . . . . . . . . . 3 (1=All, 2=Decd Only, 3=Alive)
  Incarcerated . . . . . . . . . 3 (1=All, 2=Incar Only, 3=Free)
  Exclude Stop Code(s) . . . . ? _ _ _ _ _ _ _ _ _ _ _ _ (All Blank=

Press Enter to perform the Tax Garnishment Regenerate from Archive, or
F3=Exit   F4=Prompt   F12=Cancel
```

The Case Closed Date Range is optional and is to be used if the user would like to restrict the re-generate to certain cases.

All these parameters can have a default value set in Customization. They can be overridden at run time to whatever the user requests.

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:

- Case Closed 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 Processing
Yearly Reset: 6. 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 and must be 1=All, 2=Disclosure Only, or 3=No disclosure received.
- Deceased is required and must be 1=All, 2=Deceased Only, or 3=Alive.
- Incarcerated is required and must be 1=All, 2=Incarnated Only, or 3=Free.
- 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 Processing

Yearly Reset: 7. Potential Tax Garnishment Cases Report

```
C0725DMC   Potential Tax Garnishment Cases Report Selection  8/24/18  11:08:23

Type choices, press Enter.

Selection Criteria:
  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 . . . . . . . . . 1 (1=All, 2=Public Only, 3=Supressed)
  Address State. . . . . . . . . 1 (1=All, 2=MI Only, 3=Non-MI)
  Restitution Owing. . . . . . . 1 (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)
  Deceased . . . . . . . . . . . 3 (1=All, 2=Decd Only, 3=Alive)
  Incarcerated . . . . . . . . . 3 (1=All, 2=Incar Only, 3=Free)
  Exclude Stop Code(s) . . . . ? _ _ _ _ _ _ _ _ _ _ _ (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.

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.
- 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.

Menus: 10. Tax Garnishment Processing
Yearly Reset: 7. Potential Tax Garnishment Cases Report

- 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.
- Deceased is required and must be 1=All, 2=Deceased Only, or 3=Alive.
- Incarcerated is required and must be 1=All, 2=Incarnated Only, or 3=Free.
- 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 Processing
Yearly Reset: 7. Potential Tax Garnishment Cases Report
Report Example

Page 1 — 0725 - 7TH CIRCUIT COURT — 5/19/17 14:37:16

Collections - Potential Tax Garnishment Cases Report

Report Selection: Amount Due: 10.00 - 9,999,999.99 Status: ALL SSN: SSN Only Privacy: Non-Public
Address State: ALL Cases Restitution: ALL Cases Pay Plan: NON-PAY PLAN Cases Wage Asgn: ALL Cases
Disclosure: ALL Cases Deceased: ALL Cases Incarcerated: ALL Cases
Exclude Stop Codes: Sort Order: by NAME

Name	Birth	Case ID	Stat	Amt Due	Last Garn Filed	No SSN	Pay Pln	Owe Rst	OutOf State	Wg Asn	Stp Cd	Non Pub	Dscl Rcvd	Decd ! In
ANDERSON,ROBERT,JAMAL	01/13/84	06-018682-FH	C	329.00							S	Y		
ANGLE,JOSHUA,DANIEL	04/05/89	08-022755-FH	C	552.00								Y		
ARNOLD,ADAM,ROBERT	09/20/95	12-032159-FH	C	13,962.72				Y				Y		
AWAD,NICHOLAS,ADAM	01/25/92	12-030440-FH	C	4,134.10				Y				Y		
BANKS,NAJEE,LEE	08/01/87	08-022467-FH	D	1,098.00								Y		
BEAUGARD,ALEXANDER,NORMAN	10/23/91	11-028355-FH	C	2,016.60								Y		
BENTZ,LAURA,JOHANNAH	10/14/76	16-039271-FH	D	919.20								Y		
BISALSKI,ANTHONY,JOHN,II	09/08/92	12-031663-FH	C	6,674.60				Y				Y		
BLAKES,MAURICE,CORTEZ	08/16/90	12-030495-FH	C	1,813.60								Y		
BOSCH,ANDREW,HARMON	10/16/86	06-018153-FH	C	2,682.00				Y	Y			Y		
BOWSER,SHAQUAN,SHARICE	04/12/86	06-019370-FH	C	1,042.00					Y			Y		
BRACKINS,KATIE,SUE	10/13/84	04-015264-FH	C	2,473.00				Y			S	Y		
BROWN,JAQUAVIS,DEONTE	08/25/90	09-025595-FH	C	175.60				Y			S	Y		
BROWN,KEONTE,QUONTEZ	11/02/87	11-028975-FH	C	198.00								Y		
BROWN,TAMEKA,JANIECE	06/30/90	09-024307-FH	C	369.60								Y		
BROWN,TANESHA,LASHAUN	07/06/92	14-034955-FH	C	437.60								Y		
CLAIBORNE,LENNY,JR	03/04/91	08-023338-FH	D	144.00								Y		Y
		08-023392-FC	D	2,004.44				Y				Y		Y
COTIE,ELLIOT,LAWRENCE	10/15/83	16-038768-FH	D	731.70						Y		Y		
CRISS,SHARRON,FREDRICK	09/01/90	09-025434-FC	D	90.61				Y				Y		
DILTZ,DAMIEN,DELMARCO	12/06/90	07-021398-FC	D	52.19								Y		
DIXON,DEQUEZE,LAMAR	01/25/89	08-023103-FH	C	810.00								Y		Y
DIXON,TYRONE,FRANKLIN	05/19/91	10-026787-FH	C	235.20								Y		
DONLEY,BRUCE,CRAIG	04/26/62	11-029370-FH	C	1,450.00								Y		
DURKINS,D'AYRICA,ALIZE	11/26/96	16-038895-FH	C	1,837.60				Y		Y		Y		
EATON,KERRIANN,LOUISE	09/03/73	16-039608-FH	D	858.00						Y		Y		
ECHOLS,ARMAH,DARO	06/10/72	10-026202-FH	C	1,823.41								Y		
FERENZ,KRISTOPHER,HAYDEN	09/12/94	14-035107-FH	D	807.60						Y		Y		

Page 5 — 0725 - 7TH CIRCUIT COURT — 5/19/17 14:37:16

Collections - Potential Tax Garnishment Cases Report

Report Selection: Amount Due: 10.00 - 9,999,999.99 Status: ALL SSN: SSN Only Privacy: Non-Public
Address State: ALL Cases Restitution: ALL Cases Pay Plan: NON-PAY PLAN Cases Wage Asgn: ALL Cases
Disclosure: ALL Cases Deceased: ALL Cases Incarcerated: ALL Cases
Exclude Stop Codes: Sort Order: by NAME

Name	Birth	Case ID	Stat	Amt Due	Last Garn Filed	No SSN	Pay Pln	Owe Rst	OutOf State	Wg Asn	Stp Cd	Non Pub	Dscl Rcvd	Decd ! In
WEAVER,JAFARR,FAZON	09/06/91	12-030248-FH	C	717.60							A	Y		
WEST,HALEY,NICHOLE	09/05/85	06-017564-FH	C	733.00				Y	Y			Y		
WILLIAMS,JOHNNIE,JAVELLE	03/16/93	10-027904-FH	C	2,101.20								Y		
WILLINGHAM,KIRA,	03/08/90	09-024701-FH	C	975.24				Y				Y		
WILSON,DEMONTE,DERRELL	03/26/95	13-032775-FH	D	729.46								Y		
WYATT,CHAVEZ,LAWON	10/19/92	11-029028-FH	C	803.40								Y		
YAGER,WILLIAM,ANDREW,IV	01/28/95	13-033676-FH	C	5,089.40				Y		Y		Y		
YOUNGBLOOD,ADRIAN,RICO	09/09/88	07-021042-FH	C	2,236.60				Y				Y		
Total number of cases:			121	302,776.19										

** End of Report **

Menus: 10. Tax Garnishment
Yearly Reset: 7. Potential Tax Garnishment Cases Report
Direct Selection with Results

```
 C0725DMC           Direct Selection of Potential Tax Garns   8/24/18  11:16:00

Type options, press Enter.
 1=Select for TxR   7=Display ROA                                          Last
                                    Birth                        Current   Garn
Opt Name                            Date    Case Id      Stat    Amt Due   Filed
 █ ALEXANDER,BEINVILLE,HAMILTO,II  08/23/89 13-033250-FH C        537.60
 _ ALEXANDER,CHRISTOPHER,M.        12/12/79 98-002074-FH C         60.00
 _ ALEXANDER,COREY,JOSEPH          09/15/91 12-031239-FH C        837.60
 _ ALEXANDER,COREY,JOSEPH          09/15/91 16-038820-FH C        837.60
 _ ALEXANDER,DAMON,DWIGHT          07/26/91 10-028054-FH C      2,037.60
 _ ALEXANDER,DENNIS,               06/09/56 08-023589-FH C        160.00
 _ ALEXANDER,DWAYNE,DEJUAN         05/02/90 09-025398-FC C        620.60
 _ ALEXANDER,EDELLUS,DAMARIUS      11/23/92 09-025717-FC C        349.59
 _ ALEXANDER,FLATO,                06/03/60 08-023403-FH C        444.00
 _ ALEXANDER,GARY,MICHAEL          05/13/74 15-038189-FH C        247.35
 _ ALEXANDER,GENE,AUTRY            08/13/80 06-019051-FH C        337.00 05/30/18
 _ ALEXANDER,GENE,AUTRY,JR         08/13/80 07-021461-FH C        661.00
 _ ALEXANDER,GREGORY,TYRONE        01/19/76 96-054329-FH C         60.00
 _ ALEXANDER,HAMILTON,LAWRENC,JR   11/02/71 06-018443-FH C         15.92
                                                                        More...

 F3=Exit   F7=Select All   F10=Fold/Drop   F11=Selection   F12=Cancel
```

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). 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

- 7=Display ROA will display the JIS ROA screen for the selected record.

- Any other option will generate an error.

Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Direct Selection with Results

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 with Results
F10=Fold/Drop Screen Mode

```
 C0725DMC           Direct Selection of Potential Tax Garns   8/24/18  11:16:00

Type options, press Enter.
 1=Select for TxR   7=Display ROA                                          Last
                                    Birth                        Current   Garn
Opt Name                            Date   Case Id       Stat    Amt Due   Filed
 █ ALEXANDER,BEINVILLE,HAMILTO,II  08/23/89 13-033250-FH C        537.60
     NoSSN: X PP:   Rst:   OutSt:   WgA:   Stp:   Sup:   Dscl:   Dcd:   Incr:
 _ ALEXANDER,CHRISTOPHER,M.        12/12/79 98-002074-FH C         60.00
     NoSSN: X PP:   Rst:   OutSt:   WgA:   Stp:   Sup:   Dscl:   Dcd:   Incr:
 _ ALEXANDER,COREY,JOSEPH          09/15/91 12-031239-FH C        837.60
     NoSSN: X PP: Y Rst:   OutSt:   WgA:   Stp:   Sup:   Dscl:   Dcd:   Incr:
 _ ALEXANDER,COREY,JOSEPH          09/15/91 16-038820-FH C        837.60
     NoSSN:   PP: Y Rst:   OutSt:   WgA:   Stp:   Sup:   Dscl:   Dcd:   Incr:
 _ ALEXANDER,DAMON,DWIGHT          07/26/91 10-028054-FH C      2,037.60
     NoSSN: X PP:   Rst:   OutSt:   WgA:   Stp:   Sup: Y Dscl:   Dcd:   Incr:
 _ ALEXANDER,DENNIS,               06/09/56 08-023589-FH C        160.00
     NoSSN: X PP:   Rst:   OutSt:   WgA:   Stp: S Sup:   Dscl:   Dcd:   Incr:
 _ ALEXANDER,DWAYNE,DEJUAN         05/02/90 09-025398-FC C        620.60
     NoSSN: X PP:   Rst:   OutSt:   WgA:   Stp: S Sup:   Dscl:   Dcd:   Incr:
                                                                        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

```
C0725DMC              Potential Tax Garn Record Selection     8/24/18  11:20:16

 View information, press Enter.

 Selection Criteria:
   Amount Due Range . . . . . . : 10.00 - 9,999,999.99
   Case Status. . . . . . . . . : ALL
   SSN Selection  . . . . . . . : ALL Cases
   Case Privacy . . . . . . . . : ALL Cases
   Address State. . . . . . . . : ALL Cases
   Restitution Owing. . . . . . : ALL Cases
   Payment Plan . . . . . . . . : ALL Cases
   Active Wage Assignment . . . : ALL Cases
   Disclosure Received. . . . . : ALL Cases
   Deceased . . . . . . . . . . : Alive
   Incarcerated . . . . . . . . : Free
   Exclude Stop Code(s) . . . . :



 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: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Direct Selection with Results
Option 1=Select for TxR

```
 C072                    Request for Tax Garnishment                          2
                                          Case ID . . . . : 07-019710-FH
Type    View information, Press Enter.    Balance Due . . :    15,745.03
 1=Se
        Plaintiff:                        Defendant:   SSN: 111-11-5909
Opt N   PEOPLE OF THE STATE OF MICHIGAN   ABELS,NATHEN,TILDON                d
 _ AA   C/O 7TH CIRCUIT COURT             1735 ILLINOIS AVE
 _ AA   900 S SAGINAW ST                  FLINT, MI 48506
 _ AB   FLINT, MI 48502
 _ AB   Plaintiff's Attorney:
 _ AB   MENEAR,BARBARA A.,
 _ AB   900 S SAGINAW ST
 _ AB   FLINT, MI 48502
 _ AB   (810) 257-2711
 _ AB   F3=Exit   F12=Cancel
 1 AB   All edits have passed successfully.
 _ AB   Press Enter to place ABELS,NATHEN,TILDON
 _ AB      in the Garnishment Review file.
 _ AB
 _ AB
                                                                             .
 F3=E
```

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 of 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 actually generate the state form, the user will go to the main COLLECT menu option 10. 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 with Results
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.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Menus: 11. Collection Agency New Case Processing

```
D6000DMC            Collection Agency New Case Processing    9/09/09  15:31:17

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:            4. Collection Agency File




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 defendants with new cases that were already sent to a 3rd Party Collection Agency.

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    9/09/09  16:07:36

 To submit job to batch, press Enter.


            New cases will not be extracted unless it is disposed,
            at least 60 days has elapsed since the closed date and
            the minimum amount due per case is $150.00 .

            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
```

These parameters are defined in the Customization Section

The Collection Agency New Case Extraction screen will display will display for verification of parameters. The user just needs to press Enter, to submit the job.

Once a defendants 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, at least XXX days have elapsed since the closed date and have an amount due greater than or equal to the defined parameter. The number of days to elapse and minimum amount due per case is defined in the Customization Section. Once the user submits this job, they will receive a completion message back to their work station 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
Report Example

```
Page    1                                  25 - 7TH CIRCUIT COURT                                                  9/10/09    16:23:36
                                        Collection Agency New Case Extraction Report
 Case ID         Name                                Address                          DOB      Closed Date    Amount Due
 01-008060-FH    EDWARDS,WALTER,HERMAN               6115 BERMUDA LANE              12/30/44    09/01/09          375.00
                                                     MT MORRIS  MI  48458
 01-008079-FH    TESSMER,PATTY,NICKOLE               246 MAPLELEAF                  04/07/74    09/01/09          445.00
                                                     LAPEER  MI  48446
                                                                                                          --------------
                                                                  Total number of cases:            2          820.00
                                                     ** End of Report **
```

Menus: 11. Collection Agency New Case Processing

Status/Print: 2. New Case

```
D6000DMC            Collection Agency New Case Maintenance   9/09/09  16:28:46

Position to Case Id . . . ________

Type options, press Enter.
 4=Remove   6=Print Notice   7=ROA   H=Hold   S=Send Next Run   R=Reset Status

     Case Id       Name                                DOB         Bal Due
Opt                     Stat    Extract  Days Last Activity
 _   00-005686-FH  GARRETT,DARRYL,DION              7/03/78         60.00
                        AGING   8/24/09   13   8/24/09 Statement Printed
 _   00-005717-FH  BUTERAKOS,DEREK,JOHN             4/06/80         60.00
                        HOLD    8/24/09    0   8/24/09 New Case
 _   00-006387-FH  GILLIAM,JASON,CURTIS             4/25/79         60.00
                        AGING   8/24/09   13   8/24/09 Statement Printed
 _   00-006459-FH  WILLINGHAM,JAMES,NATHAN         11/30/72         60.00
                        AGING   8/24/09   13   8/24/09 Statement Printed
 _   00-006481-FH  PHELPS,WANDA,ELIZABETH          12/19/64         60.00
                        HOLD    8/24/09    0   8/24/09 New Case
 _   00-006714-FH  HOLMES,IRA,KAREEM                5/17/77         60.00
                        AGING   8/24/09   13   8/24/09 Statement Printed
                                                                    More...
F3=Exit   F7=Print All Available   F12=Cancel
```

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:

- The new cases gets extracted based on customization parameters
- 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.
- After the cases are printed, they age in this file and await payment. The days to age is 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.
- 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

```
D6000DMC              Collection Agency New Case Maintenance   9/09/09  16:28:46
                                  Statement Text Selection
Posi   Type options, press Enter.
        1=Select
Type   Opt  ID  Statement Text (First 7 Lines)
 4=R    _    1            The 7th Judicial Circuit has a computer system to
                track individuals who have outstanding fines and cost. Our
       STANDARD records indicate that your account is PAST due.
Opt            **YOU MUST RESOLVE THIS ISSUE WITH THE COURT IMMEDIATELY***
 _             Failure to make a payment may result in a bench warrant for
                your arrest. Payment can be made in cash, money order or
 6              credit card.
        _    2            ********* 2ND NOTICE *******
 _              **YOU MUST RESOLVE THIS MATTER WITH COURT IMMEDIATELY**
       STANDARD Failure to make a payment may result in a bench warrant for
 _              your arrest. Payment can be made in cash, money order or
                credit card. Reimbursement Office 810.257-2711 Mon - Fri
 _              8:00 - 5:00.
                **** Payment arrangements must be made in person ******
 _                                                                  More...
       F3=Exit   F12=Cancel

F3=E
```

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 actually 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     9/09/09   16:36:35

 To submit job to batch, press Enter.


            Aged cases at least  30 days with no activity or cases
            in SEND status will be selected to be added to the
            Collection Agency 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: 12. Defendant Notification & Tracking (If Enabled)

```
C0725DMC                Defendant Notification & Tracking      8/24/18  11:59:18
                            Circuit 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




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

Table of Contents

Menus: 12. Defendant Notification & Tracking (If Enabled)

Maintenance: 1. Defendant Phone Number / Enrollment

```
C0725DMC    Defendant Phone Number / Enrollment Maintenance  8/24/18  12:04:43
                                                            Mode: ALL
Position to name . . . ____________________________

Type options, press Enter.                                                S
 2=Edit   5=Modification Log                                Cell/       T
          ( ■ =Active)                Birth      Phone     Land  Voice O
Opt  Name ( ■ =Stopped)               Date       Number    Line  Text  P
 ■   AARON,ROBERT,                   11/14/68
 _   AARON,WALTER,,#140019            2/10/47
 _   ABARE,APRIL,MAREE                4/01/80  419-555-1221  C    V
 _   ABBASSPOUR,SAIED,                5/22/56
     ABBE,DARIN,JEROME                9/08/73
     ABBEY,DENNIS PAUL,
     ABBEY,DENNIS,PAUL                8/26/53
     ABBEY,MICHAEL ALLEN,
     ABBOTT-MCARTHUR,LORI,ELLEN       8/03/61  419-555-4478  C    T
     ABBOTT,AARON,A                   8/18/85
     ABBOTT,BRYAN,JOSEPH              1/27/84
     ABBOTT,LEONARD,GUESS            10/01/85
     ABBOTT,LLOYD,LEROY              12/27/58
                                                                        More...
   Exit   F12=Cancel
   klist positioned to AARON,R.
```

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.

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

```
C0725DMC    Defendant Phone Number / Enrollment Maintenance  8/24/18  12:06:12

Type information, press Enter.

Defendant Information: ABARE,APRIL,MAREE                     DOB:  4/01/80
                       502 COTTAGE GROVE AVE

                       FLINT, MI  48504

Phone Number . . . . . . . . . . 419-555-1221

Cell / Land Line . . . . . . . . C  (C=Cell, L=Land Line)
Notification Preference. . . . . V  (T=Text, V=Voice)

Print Authorization Form . . . . _  (Y=Yes, N=No)
Send Authorization Text Msg. . . _  (Y=Yes, N=No)

STOP Notification Process. . . . _  (Y=Stop, blank=Notify)



F3=Exit   F12=Cancel
Phone number retrieved from Notification Database.
```

This screen will allow for the Enrollment of the Defendant into the DNT system. If a phone number was entered in JIS, it will be defaulted on this screen. That phone number may or may not be the correct phone number 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 is required. This will be the cell or land line number the defendant wished to be contacted on. If a phone number has been added on one of the defendant's cases, it will be pulled from JIS and defaulted on this screen. It can be changed. F4=Prompt will look at all cases for the defendant and allow you to search for any phone numbers associated with any previous cases the defendant may have on the system.

- Cell / Land Line is required and must be C=Cell, or L=Land Line. Land lines can only be configured to receive voice messages.

- Notification Preference is required and must be T=Text, or V=Voice.

- Print Authorization Form is required and must be Y=Yes, or N=No. One or both forms or Authorization will be required before enrollment is complete.

- Send Authorization Text Message is required and must be Y=Yes, or N=No. One or both forms or Authorization will be required before enrollment is complete.

Menus: 12. Defendant Notification & Tracking (If Enabled)
Maintenance: 1. Defendant Phone Number / Enrollment
Option 2=Edit - Enrollment Information

- 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.

Menus: 12. Defendant Notification & Tracking (If Enabled) Maintenance: 1. Defendant Phone Number / Enrollment Send Authorization Text Message

This immediate Text Message Authorization is and 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 select the "Send Authorization Text Msg" option on the Defendant Phone Number / Enrollment Maintenance screen, the following screen will appear:

```
C0725DMC                 Notification Message Selection        8/24/18   12:10:04

Position To / Last Message ID selected . . . #AUT

Type options, press Enter.   Selected Case: 14-035720-FH
 1=Select                                   ABARE,APRIL,MAREE
                                            419-555-1221
Opt   Msg ID  Message Text
 _    #AUT AUTHORIZE
            ATTENTION -  «DEFNAME»  Please reply «AUTHCODE» to this message
            if you are in total agreement to allow the «CRTNAME» to send
            text notification messages for court matters only to this phone.
            Thank you. Reply OPT-OUT to no longer reveive these messages.


 _    #OUT OPT-OUT
            Your OPT-OUT reply has been processed by the «CRTNAME».  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 «CNTYPHONE».  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.

```
C0725DMC                 Notification M
Position To / Last Message ID selecte
Type options, press Enter.   Selected
 1=Select
Opt   Msg ID  Message Text
 1    #AUT AUTHORIZE
            ATTENTION -  «DEFNAME»
            if you are in total agre
            text notification messag
            Thank you. Reply OPT-OUT


 _    #OUT OPT-OUT
            Your OPT-OUT reply has b
            will no longer receive n
            events.  If you wish to
            person or by phone at «C

F3=Exit   F12=Cancel
```

```
Preview Results
ATTENTION - ABARE,APRIL,MAREE
Please reply 4913 to this message
if you are in total agreement to
allow the 7TH CIRCUIT COURT to
send text notification messages
for court matters only to this
phone. Thank you. Reply OPT-OUT to
no longer reveive 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:

```
C0725DMC                    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 the text message. Wait several seconds then press Enter. A successful enrollment screen will look like this:

```
C0725DMC                    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:

```
C0725DMC                    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 respont to the Authorization Text Message correctly, thereforer 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

```
C0725DMC            Phone Number Modification Log Inquiry    8/24/18  13:32:41
View information, press Enter.
 ___/ Defendant  \_____________________________________________________________
 ABARE,APRIL,MAREE                        DOB:  4/01/80
 502 COTTAGE GROVE AVE
 FLINT, MI  48504
                                  _______________
 ________________________________/ Start of Log \_____________________________
 07/13/18
   Defendant initial enrollment in system.                          11:11  DMC
     Phone Number Type Method Private Form TxtAuth Stop             11:11  DMC
     419-555-1221   C     T             Y      N                    11:11  DMC
     Defendant Notification Authorization form was printed.         11:11  DMC
   Defendant Notification parameters have been changed.             11:19  DMC
     Notification Preference changed to: V                          11:19  DMC
     Defendant Notification Authorization form was printed.         11:19  DMC
 08/24/18
   Defendant Notification parameters have been changed.             12:10  DMC
     Notification Preference changed to: T                          12:10  DMC
     Defendant Notification Authorization form was NOT printed.     12:10  DMC
 ________________________________________________________________________
                                  \ End of Log /
                                                                    More...
 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

```
C0725DMC                Defendant Notification On-Demand      8/24/18  13:33:57

Position to Name or Case ID . . . ________________________________

Type options, press Enter.
 1=Select   7=ROA
                                                                Last    Msg
Opt Name                          Birth   Case ID      Stat Notified  ID
 _ AARON,ROBERT,                 11/14/68      6352-FH C

 _ AARON,WALTER,,#140019          2/10/47  7-020418-FC C

 _ ABARE,APRIL,MAREE              4/01/80 14-035720-FH C
      419-555-1221  Cell# Text Msg
 _ ABBASSPOUR,SAIED,              5/22/56  4-013487-FH C

 _ ABBE,DARIN,JEROME              9/08/73  8-023926-FH C

 _ ABBE,DARIN,JEROME              9/08/73 94-050287-FH C

                                                                    More...

F3=Exit   F12=Cancel
```

The dashboard area indicates this case is valid for notification. All ineligible cases will be blank.

The Defendants On-Demand messaging screen allows the user to select a defendant from a list of open cases to send a predefined text or voice notification. In order for the defendant to be selected, they must first be enrolled in the DNT system. All “Not Enrolled” cases are not eligible for selection. Once a case is selected, a series of screens will walk the user thru the notification process.

Screen input edits are as follows:

- 1=Select for text or voices notification (based on defendant enrollment)
- 7=ROA will display the JIS ROA for the selected 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.
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

```
C0725DMC                Notification Message Selection        8/24/18  13:36:41

Position To / Last Message ID selected . . . #PAY

Type options, press Enter.  Selected Case: 14-035720-FH
 1=Select                                  ABARE,APRIL,MAREE
                                           419-555-1221
Opt  Msg ID  Message Text
 _   #PAY REMINDER-PAY
             This is a reminder from  «CRTNAME»  «CNTYADDR»  «CNTYADD
             «CNTYCITY», «CNTYSTATE»  «CNTYZIP»  that your payment of
             «PPAMTDUE» is due on «PPDUEDT». Contact the court at «CNTYPHO
             if you have any questions. Failure to comply with the court's
             order may subject you to the penalty for contempt of court.

 _   PPRM PP REMINDER
             ATTENTION! Important message from the «CRTNAME»! This is a
             REMINDER for «DEFFRSTNAM» «DEFLASTNAM» of your upcoming Payment
             Plan payment of «PPAMTDUE» which is due on «PPDUEDT».  This
             message is a free courtesy from the «CRTNAME».


F3=Exit   F12=Cancel                                              More...
Last sent message #PAY retrieved for user C0725DMC.
```

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

```
C0725DMC                    Notification M

Position To / Last Message ID selecte

Type options, press Enter.   Selected
 1=Select

Opt   Msg ID   Message Text
 1    #PAY REMINDER-PAY
                This is a reminder from
                «CNTYCITY», «CNTYSTATE»
                «PPAMTDUE» is due on «PP
                if you have any question
                order may subject you to

 _    PPRM PP REMINDER
                ATTENTION! Important mes
                REMINDER for «DEFFRSTNAM
                Plan payment of «PPAMTDU
                message is a free courte

F3=Exit    F12=Cancel
```

```
Preview Results
This is a reminder from 7TH
CIRCUIT COURT COUNTY CLERK 900 S.
SAGINAW FLINT, MI 48502  that your
payment of $25.00 is due on
09/03/18. Contact the court at
810-257-3220 if you have any
questions. Failure to comply with
the court's order may subject you
to the penalty for contempt of
court.  Reply 'OPTOUT' to Cancel
this service.  Message and Data
rates may apply.

F12=Cancel
```

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

```
C0725DMC              Manually Run Confirmation Process      8/24/18  13:38:59

 Verify information, press Enter.

 Court Location ID . . . . . . . : 0725     (JIS Circuit/County 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

```
C0725DMC            Defendant Notification History Inquiry   8/24/18  13:39:51

Position to Notification Date . . . ________  (MM/DD/YY)

Type options, press Enter.
 1=Select

Opt   Date      Time     User        Process
 _   8/23/18  16:03:45  C0725DMC    On-Demand Message Notification
 _   7/20/18  10:26:34  D6000DMC    COLLECT Overdue Statement Run

                                                                   Bottom
F3=Exit   F7=All Notifications   F12=Cancel
```

This screen allows the user to view the history of the DNT system. The information in this work-list is created every time the user generates electronic notifications thru Overdue Statements, Reminders, and/or On-Demand Message Notifications.

The line items in the work-list 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 work-list to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The work-list 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 work-list. 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 work-list 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

```
C0725DMC        Defendant Notification History Inquiry       8/24/18  13:49:25

Position to Name . . . ________________________________    Run Date:  7/20/18
                                                           Run Time: 10:26:34
Type options, press Enter.                                 Run User: D6000DMC
 5=View Message   7=ROA                          COLLECT Overdue Statement Run
                 Initial     Delivery
Opt Name/Phone   Request     Confirmation    DOB     Case ID      Msg ID
 █  BOWLES,TRAVIS,PAUL-MERRITT              6/13/92  14-035044-FH T101 T
      419-555-8977  Cell# Text Msg
                 Thank You. SMS was successfully sent.

 _    ARD,JA N,LAMAR                        11/02/89  11-028129-FH T101 T
      419-55 245  Cell# Text Msg
                 Thank You. SMS was successfully sent.
                            7/20/18 10:27:00 Successful

                                                                        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 be 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 work-list. 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

```
C0725DMC        Defendant Notification History Inquiry       8/24/18  13:49:25
                                                  Resolved Message Inquiry
Position to Name . . . _______________            ATTENTION!  This message is from
                                                  the 7TH CIRCUIT COURT.  Our
Type options, press Enter.                        computer system has sent this
 5=View Message    7=ROA                          alert because you MISSED your
                 Initial      Delivery            scheduled payment of $30.00 which
Opt Name/Phone   Request      Confirmat           was due on 07/18/18.  Make this
 _   BOWLES,TRAVIS,PAUL-MERRITT                   payment immediately to avoid
       419-555-8977  Cell# Text Msg               further action by the court.
                 Thank You. SMS was su            Failure to make your agreed upon
                                                  payment may result in a WARRANT
 5   GILLIARD,JASON,LAMAR                         for your arrest!
       419-555-4245  Cell# Text Msg
                 Thank You. SMS was su
                              7/20/18 1

F3=Exit   F12=Cancel                              F12=Cancel
```

This screen will all 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

```
C0725DMC     Defendant Notification History Inquiry - All    8/24/18  13:53:19

Position to Name . . . ________________________________

Type options, press Enter.
 5=View Message   7=ROA                                          *----- Run -----*
    Name     Initial  Delivery                                     MsgID  Process
Opt   Phone Request  Confirmation       DOB    Case ID             Date User Time
 _  BOWLES,TRAVIS,PAUL-MERRITT         6/13/92 14-035044-FH       T101 T   STMT
      419-555-8977  Cell# Text Msg                                7/20/18 10:26:34
            Thank You. SMS was successfully sent.                     D6000DMC

 _  DABNEY,CARY,WARE                   7/01/78 06-019508-FH       #PAY V   ON-D
      419-555-8877  Land Line Voice Msg                           8/23/18 16:03:45
            Error on Web Service Process-C                            C0725DMC
                                     Error on Web Service Process-C
 _  GILL[illegible]D,JASON,LAMAR            11/02/89 11-028129-FH       T101 T   STMT
      4[illegible]55-4245  Cell# Text Msg                                7/20/18 10:26:34
            Thank You. SMS was successfully sent.                     D6000DMC
                      7/20/18 10:27:00 Successful
                                                                          Bottom

F3=
Alr                    list.
```

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 work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list 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

```
C0725DMC      Defendant Notification Sent Report Selection   8/24/18  13:55:03

Type choices, press Enter.

Date range . . . . . . .  8/24/18 to  8/24/18  (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     0725 - 7TH CIRCUIT COURT                      8/24/18     13:57:39
               Defendant Notification Sent Report

Notifications From 06/01/18 To 08/24/18     Report Type: Detail

 Sent Date    Notification      Number Sent

 07/20/18     T101 OVERDUE #1              2
                                ------------
                                           2

 08/23/18     #PAY REMINDER-PAY            1
                                ------------
                                           1


SUMMARY


 Notification        Number Sent

 T101 OVERDUE #1               2
 #PAY REMINDER-PAY             1

 TOTAL                         3



                                ** End of Report **
```

Menus: 12. Defendant Notification & Tracking (If Enabled)

Reporting: 11. Notification Delivery Status Report

```
C0725DMC      Defendant Notification Delivery Status Report  8/24/18  13:59:37

Type choices, press Enter.

Sent Date Range. . . . .  07/01/18 to  8/24/18  (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:

- 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                          0725 - 7TH CIRCUIT COURT                                                    8/24/18   14:00:35
                                    Defendant Notification Delivery Status Report

Notification Sent Date Range: 07/01/18 - 08/24/18

                                                                C V                    Msg    Notification Sent    Confirmed Delivery
    Name   Status                        DOB      Phone         L T Case ID            ID      Date        Time     Date        Time

 BOWLES,TRAVIS,PAUL-MERRITT             6/13/92  419-555-8977  C T 14-035044-FH      T101   07/20/18  10:26:34

 GILLIARD,JASON,LAMAR                  11/02/89  419-555-4245  C T 11-028129-FH      T101   07/20/18  10:26:34  07/20/18   10:27:00
     Successful

 DABNEY,CARY,WARE                       7/01/78  419-555-8877  L V  6-019508-FH      #PAY   08/23/18  16:03:45
     Error on Web Service Process-C


 Total Cases Confirmed Delivery:                1

 Total Cases NOT Confirmed:                     2

                                                *--- End of Report ---*
```

System: 80. Customization

```
C0725DMC                Circuit COLLECT System Main Menu      8/24/18  13:49:14
Select one of the following:                                  County: 25

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

 Statements:             4. Standard Statement Print
                         5. Warrant Statement Print

                       Password . . . . . .
 Menus:                                  ~~~~
                       F3=Exit  F8=Change  F12=Cancel
                                                        rocessing
                        12. Defendant Notification & Tracking

 System:                80. Customization
 Quit:                  90. Signoff
Type selection, press Enter.  ===> 80                          Ver: 18.00

F3=Exit   F6=Msgs   F7=Spool Files   F8=Sbm Jobs   F10=Chg County   F12=Cancel
```

The above screen will display when 80. Customization is selected from the Collection 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 do not know your password, contact DMC Technology Group at 419-535-2900.

Changing the System Customization Password.

Due to multiple requests from various users, you now have the ability to change the 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 what is 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 D0800DMC in this example.) The following screen will appear.

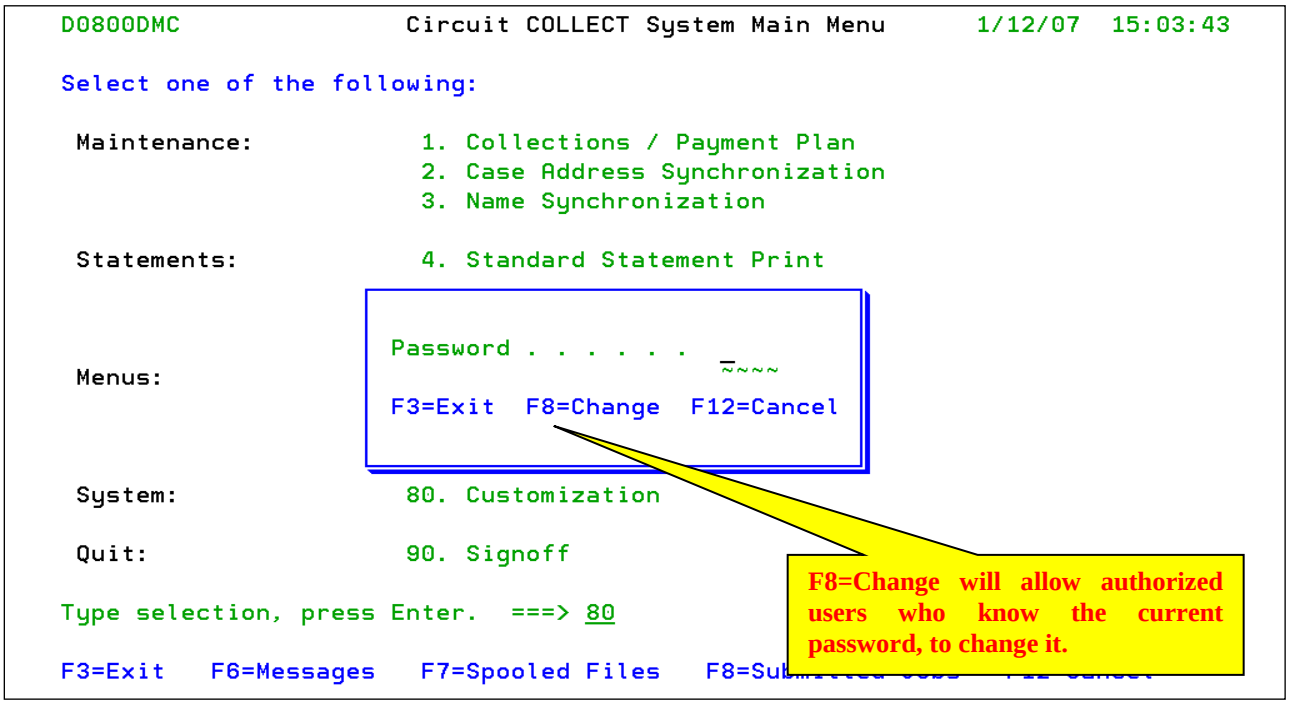
```
                         Change User Profile (CHGUSRPRF)

 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.

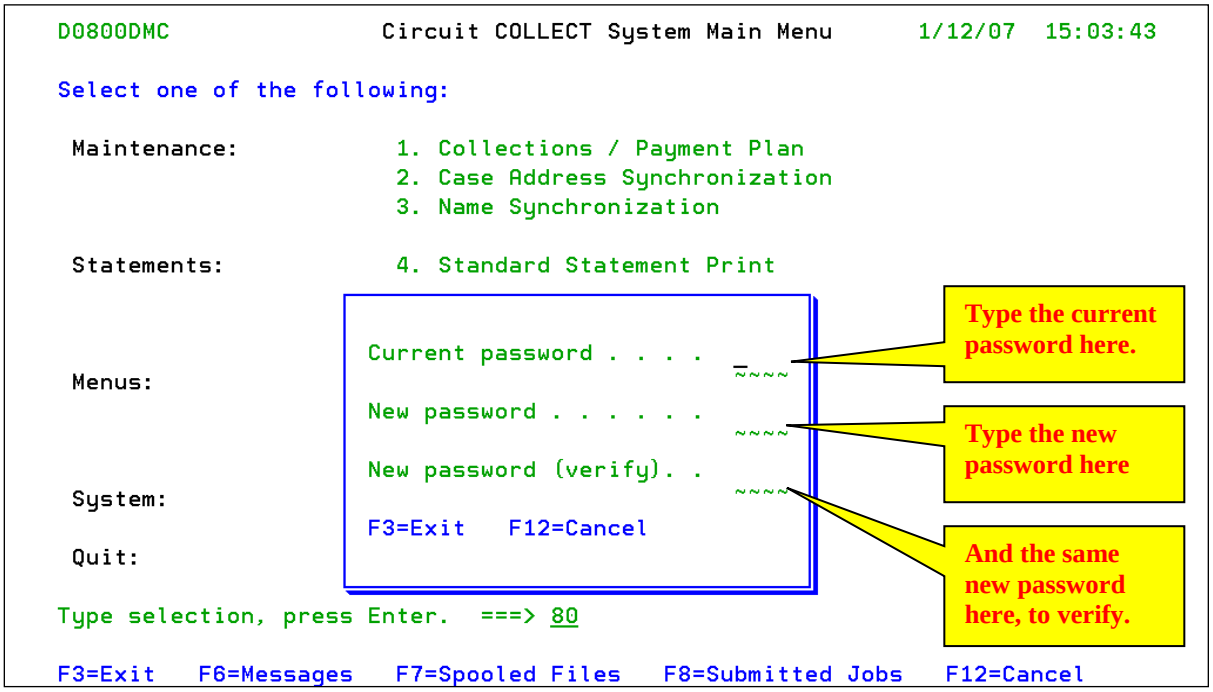
4. Get into the COLLECT system and enter 80. Customization from the main menu and press Enter. The following screen will appear:

System: 80. Customization

5. Press F8=Change to initiate a password change. The following pop-up window will appear:



System: 80. Customization



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

```
C0725DMC          Circuit COLLECT System Customization Menu  8/24/18  14:04:16

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. Stop Code




Type selection, press Enter.  ===>

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

When the user, with proper authority, takes an 80 from the main menu, the above screen will be displayed.

Screen input edits are as follows:

- Valid options are displayed on the menu, any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Returns the user to the Collect 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.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

```
D6000DMC                Circuit COLLECT System Tailoring      9/09/09  11:11:47
                                                     Maintenance Customization
Type choices, press Enter.                                   7TH CIRCUIT COURT

Wage Assignment     - Print Address Page . . . Y            ('Y'es, 'N'o)
                      Number of copies . . . . 01           (Number)
                      Specific Printer . . . . ___________  (Name, blank=Default)

Wage Assign Cancel - Print Address Page . . . Y            ('Y'es, 'N'o)
                      Print Form . . . . . . . Y            ('Y'es, 'N'o)
                      Number of copies . . . . 01           (Number)
                      Specific Printer . . . . ___________  (Name, blank=Default)

Notification Letter- Print State Seal . . . . Y            ('Y'es, 'N'o)
                      Number of copies . . . . _1           (Number)
                      Specific Printer . . . . HP3005       (Name, blank=Default)
                      Add ROA Notes  . . . . . Y            ('Y'es, 'N'o)

                                                                        More...


F3=Exit   F12=Cancel
```

When the user selects 1. System Tailoring from the Customization Menu, the above screen will be displayed. The Collections System Tailoring screens allow the user to customize all prompt screen defaults to their own needs, 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, the defaults will be displayed on the selection screen.

Screen field definitions and edits are as follows:

'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.

System: 80. Customization
Customization: 1. System Tailoring
Maintenance Customization

'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 printer MUST be a laser printer capable of printing graphical images due to the design of the form.

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 termination. If an "N" is entered, the application will not generate the address page.

'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 printer MUST be a laser printer capable of printing graphical images due to the design of the form.

This field identifies the printer on which the Wage Assignment Termination will be printed.

'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.

System: 80. Customization
Customization: 1. System Tailoring
Maintenance Customization

'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. If your court is printing the state seal on the notification letter, this printer MUST be a laser printer capable of printing graphical images due to the design of the form. Otherwise, any printer capable of printing on 8½ x 11 should work correctly.

This field identifies the printer on which the Notification Letter will be printed.

'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 can be entered.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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                Circuit COLLECT System Tailoring      9/25/13  14:51:27
                                     Maintenance Customization - Screen 2
Type choices, press Enter.                                     7TH CIRCUIT COURT

Incarceration      - Use COLLECT Tracking . . Y          ('Y'es, 'N'o)
  Release Date Rpt - Days Within Rel Date . .  91        (Number of Days)
                     Inc All Exp Rel Dates. . N          ('Y'es, 'N'o)
                     Include Zero Balances. . Y          ('Y'es, 'N'o)

Stop Code          - Add COLLECT/ROA Notes. . Y          ('Y'es, 'N'o)

                                                                    More...



F3=Exit   F12=Cancel
Previous screen values have been updated.
```

This is a continuation of the Collect Prompt Defaults.

Screen field definitions and edits are as follows:

'Use COLLECT Tracking' – Incarceration

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 track a defendant's incarceration status using the COLLECT system. If an "N" is entered, the application will track a defendant's incarceration status using the information found in JIS.

'Days Within Release Date' – Incarceration Release Date Report

This field will accept any number from zero – 999. It will be used as the prompt default when the report is requested.

'Include All Expired Release Dates' – Incarceration Release Date Report

This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

'Include Zero Balances' – Incarceration Release Date Report

This field is required and will only accept a '"Y"=Yes or "N"=No. Any other value will generate an edit error.

System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization – Screen 2

'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 application will display the COLLECT/ROA notes screen every time a stop code is added or removed. This will allow the user to document the reason for the stop code.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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                Circuit COLLECT System Tailoring      9/09/09  11:32:44
                                                        Payment Plan Customization
Type choices, press Enter.                                       7TH CIRCUIT COURT

Payment Plan Maint - Payment Verification . . F      ('F'ull amt, 'P'artial amt)
                     Grace Period . . . . . . 5      (Number of days)
                     Case ROA Update  . . . . A      ('A'll, 'O'nly)
                     Maximum Duration . . . . 10 _0  (1-10 Years, 0-11 Months)
                     Last Payment Message . . W      ('B'ottom Line, 'W'indow)

Payment Schedule   - Print Payment Schedule . N          ('Y'es, 'N'o)
                     Number of copies . . . . _2         (Number)
                     Specific Printer . . . . __________ (Name, blank=Default)

Payment Coupons    - Print Payment Coupons. . N          ('Y'es, 'N'o)
                     Specific Printer . . . . __________ (Name, blank=Default)

Payment Plan Inqry - Specific Printer . . . . HP3005____ (Name, blank=Default)

                                                                        More...


F3=Exit   F12=Cancel
Previous screen values have been updated.
```

This is a continuation of the COLLECT System Customization.

'Payment Verification' – Payment Plan Maintenance

This field is required and will only accept an "F"=Full Amount or "P"=Partial Amount.

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

'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. The payment plan will be limited to not exceed the Maximum Duration. If the maximum duration is hit, the last payment will be calculated to bring the pay plan to zero.

'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.

'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.

'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.

'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.

System: 80. Customization
Customization: 1. System Tailoring
Payment Plan Customization

'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.

'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 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
Reporting Customization

```
C0725DMC                Circuit COLLECT System Tailoring      8/24/18  14:10:38
                                                        Reporting Customization
Type choices, press Enter.                                     7TH CIRCUIT COURT

Balance Due Report - Report Basis . . . . . . 1     (1=All,2=Pay,3=Non Pay)
                     Report Type  . . . . . . 1     (1=Detail, 2=Summary)
                     Case Status  . . . . . . 1     (1=All, 2=Closed Cases)
                     Defendant Status . . . . 1     (1=All,2=Prsn,3=Jail,4=Nthr)

Show Cause Report  - Number of Statements . . 2     (Greater than or equal)
                     Exclude Stop Code Cases. Y     ('Y'es, 'N'o)
                     Direct Scheduling  . . . Y     ('Y'es, 'N'o)

Payment Plan Exp   - Days Within Expiring . . 30    (Number of Days)

Money Collected Rpt- Number of Days Last Stm. 90    (Number, 999=Any Stmt)
                     Report Type  . . . . . . 1     (1=Stm, 2=Full, 3=Sum)
                     Include Only Case Type ? AS    (JIS Case Type, F4=Prompt)

Money Coll by Event- Number of Days Last Pmt. 90    (Number, 999=Any Pmt)
                     Report Type  . . . . . . 1     (1=Pmt, 2=Full, 3=Sum)
                     Stm,NL,3rd,WgA,TaxG. . . Y Y Y Y Y  ('Y'es, 'N'o)
F3=Exit   F4=Prompt   F12=Cancel                                      More...
```

This field can only be edited with the F4=Prompt key.

This is a continuation of the COLLECT System Customization.

'Report Basis' – 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.

'Report Type' – Balance Due

This field is required and will only accept a "1"=Detail, "2"=Summary.

This default value will appear when selecting the Balance Due Report.

'Case Status' – Balance Due

This field is required and will only accept a "1"=All, "2"=Closed Cases.

This default value will appear when selecting the Balance Due Report.

'Defendant Status' – Balance Due

This field is required and will only accept a "1"=All, "2"=Prison, "3"=Boot Camp, "4"=Jail, "5"=All but Prison, Boot Camp, Jail.

This default value will appear when selecting the Balance Due Report.

System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization

'Number of Statements' – Show Cause Report

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.

'Exclude Stop Code Cases' – Show Cause Report

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.

'Direct Scheduling' – Show Cause Report

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 Report

This field 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 Report

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 Report

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.

'Include Only Case Type' – Money Collected Report

This field is optional. If left blank the report will include all case types. If one or more case types are entered, only those case types will be included on the report. This field can only be edited with the F4=Prompt key to insure only valid JIS case types are entered.

This default value will appear when selecting the Money Collected Report.

'Number of Days Last Pmt' - Money Collected by Event Report

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 by Event Report.

System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization

'Report Type' – Money Collected by Event Report

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.

'Stm,NL,3rd,WgA,TaxG' – Money Collected by Event Report

This field is abbreviated for lack of screen space. It is the default value for the overriding of each event on the report. Stm=Statement Sent, NL=Notification Letter Sent, 3rd=3rd Party Collection Agency, WgA=Wage Assignment and TaxG=Tax Garnishment.
This field is required. It will accept "Y"=Yes or "N"=No. 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 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
Reporting Customization – Screen 2

```
D6000DMC                Circuit COLLECT System Tailoring      6/09/14  10:07:07
                                          Reporting Customization - Screen 2
Type choices, press Enter.                                     7TH CIRCUIT COURT

Event Sent Report   - Report Order . . . . . . 1     (1=Date, 2=Event)
                      Report Type. . . . . . . 1     (1=Detail, 2=Summary)

Wage Assignment Rpt- Report Selection . . . . 1     (1=All,2=Pay,3=Non Pay)
                      Assignment Type  . . . . 1     (1=All,2=No Term,3=Term)
                      Report Type  . . . . . . 1     (1=Detail, 2=Summary)

Address Stop Rpt    - Report Selection . . . . 1     (1=All,2=Pay,3=Non Pay)
                      Report Type. . . . . . . 1     (1=All, 2=Only New)

Stop Code Report    - Report Selection . . . . 1     (1=All,2=Pay,3=Non Pay)
                      Select only Stop Code. . S     (blank, Code Value)

3rd Pty Collect Rpt- Days for Payment Recvd . 30   (Number)


                                                                      More...
F3=Exit   F12=Cancel
Previous screen values have been updated.
```

This is a continuation of the COLLECT System Customization.

'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 Rpt

This field is required and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non Payment Plan Cases. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Assignment Type' – Wage Assignment Rpt

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.

System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization – Screen 2

'Report Type' – Wage Assignment Rpt

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 Cases, 2=Payment Plan Cases, or 3=Non Payment Plan Cases. 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.

'Days for Payment Recvd' – 3rd Pty Collect Report

This field is required and will only accept a number greater than zero. Any other value will generate an edit error.

This default value will appear when selecting the 3rd Party Collect Report.

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
Reporting Customization – Screen 3

```
C0725DMC                Circuit COLLECT System Tailoring      8/24/18  14:13:00
                                          Reporting Customization - Screen 3
Type choices, press Enter.                                     7TH CIRCUIT COURT

Never Rec'd a Stmt - Include Case Status. . . 1  (1=All, 2=Closed)
                     Include Pay Plans. . . . 1  (1=All, 2=PP, 3-NPP)
                     Include Stop Codes . . . 1  (1=All, 2=Stop Cd, 3=NSC)

Potential Tax Garns- 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)
                     Disclosure Received. . . 1  (1=All, 2=Discl, 3=No Discl)
                     Deceased . . . . . . . . 3  (1=All, 2=Decd, 3=Alive)
                     Incarcerated . . . . . . 3  (1=All, 2=Incar, 3=Free)
                     Exclude Stop Codes . . ? _ _ _ _ _ _ _ _ _ _ _ _
                     Sort Order . . . . . . . 1  (1=Name, 2=Case ID)
                     Direct Selection . . . . Y  (Y=Yes, N=No)
F3=Exit   F4=Prompt   F12=Cancel                                      More...
Previous screen entries 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.

This default value will be used when running the Address Differences Report.

'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.

This default value will be used when running the Address Differences Report.

'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.

This default value will be used when running the Address Differences Report.

'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.

System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization – Screen 3

'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.

'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.

'Direct Selection' – Potential Tax Garns Report
This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when selecting the Potential Tax Garns Report.

System: 80. Customization
Customization: 1. System Tailoring
Reporting Customization – Screen 3

'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 Prompt Defaults 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
State Form Customization

```
C0725DMC                Circuit COLLECT System Tailoring      5/08/17  15:33:23
                                                   State Form/Misc Customization
Type choices, press Enter.                                      7TH CIRCUIT COURT

Tax Garnishment     - Specific Printer (P1). . PRT01       (Name, blank=Default)
                      Number of Copies (P1). . 1           (Number) (SSN)
                      Specific Printer (P2). . HP2100      (Name, blank=Default)
                      Number of Copies (P2). . 1           (Number) (No SSN)
                      Federal ID Number  . . . FED123456
                      Agency Name  . . . . . . 7TH CIRCUIT COURT
                      Court Type & Number. . . C 41 1   (See DOT Inst-Form 2142)

Proof of Service    - Specific Printer . . . . PRT01       (Name, blank=Default)
                      Number of Copies . . . . 1           (Number)

Tax Garn Release    - Specific Printer . . . . HP2100      (Name, blank=Default)
                      Number of Copies (P1). . 1           (Number) (No SSN)
                      Number of Copies (P2). . 1           (Number) (SSN)

                                                                          More...


F3=Exit   F12=Cancel
Previous screen values have been updated.
```

This is a continuation of the COLLECT System Customization.

‘Specific Printer (P1)’ – Tax Garnishment

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 will be printed.

‘Number of Copies (P1)’ – Tax Garnishment

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 1 form to be generated. (SSN is blacked out.)

‘Specific Printer (P2)’ – Tax Garnishment

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 will be printed.

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization

'Number of Copies (P2)' – Tax Garnishment

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 1 form to be generated. (SSN is printed on the form.)

'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 DOT'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 DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'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 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 Proof of Service form to be generated.

'Specific Printer' – Tax Garnishment 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 Writ of Garnishment Release will be printed.

'Number of Copies (P1)' – Tax Garnishment Release

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 Release Part 1 form to be generated. (SSN is blacked out.)

System: 80. Customization
Customization: 1. System Tailoring
State Form Customization

'Number of Copies (P2)' – Tax Garnishment Release

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 Release Part 1 form to be generated. (SSN is printed on the form.)

'Minimum Amount Due' – Tax Garn Regenerate

This field is required and will only accept a whole number greater than or equal to $5.00. Any other value will generate an edit error.

This field identifies the cutoff amount due in order to regenerate a new Tax Garnishment record for the current year.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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 – Screen 2

```
D6000DMC                    COLLECT System Tailoring          5/18/15  15:56:47
                                                 State Form Customization - Screen 2
Type choices, press Enter.                                      7TH CIRCUIT COURT

Tax Garn Regenerate- Amount Due Range . . . . 10.00 - 9,999,999.99  ($)
                     Case Status. . . . . . . 3  (1=All, 2=WRNT, 3=Non-WRNT)
                     SSN Selection. . . . . . 2  (1=All, 2=SSN Only, 3=No SSN)
                     Case Privacy . . . . . . 1  (1=All, 2=Pub, 3=Non-Pub)
                     Address State. . . . . . 3  (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 . 3  (1=All, 2=WgAsn, 3=Non-WgAsn)
                     Exclude Stop Codes . . ? A S _ _ _ _ _ _ _ _ _ _
                                                 (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 – Screen 2

'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 Prompt Defaults 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          5/18/15  15:58:09
                                                   Miscellaneous Customization
Type choices, press Enter.

Database Backup     - Tape Device  . . . . . . TAP01       (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 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: 2. Standard Statement Logic Tailoring

```
C0725DMC          Circuit COLLECT Statement Logic Tailoring  8/24/18  14:17:00
                                Batch Level
                                Person Level
Type choices, press Enter.      Case Level        (L=Notification Letter)
                                                  (M=Mailer)
Statement Form Layout / DNT Active . . . L  Y     (P=Postcard)
                                                  (T=TriFold - Custom Overlay)

Maximum Number of Statements to Print. . 99999    (Number)

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

Allow Selection of Statement Text  . . . Y        ('Y'es, 'N'o)

Trial Report Print Order . . . . . . . . Z        ('N'ame, 'Z'ip Code)

Text ROA Update. . . . . . . . . . . . . D        ('B'asic, 'D'etailed)

Payment Plan Parameter Override. . . . . C        ('C'ollect Sched,'S'td Parms)

Track Returned Statements. . . . . . . . C        ('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 an '"L"= Notification Letters, "M"=Mailers, or "P"=Postcards. Any other value will generate an edit error.

This field identifies the type of form to use when printing the statements/mailers.

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 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 as many statements that match the parameters.

System: 80. Customization
Customization: 2. 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.

This field is used to control the whether the user wants an exception report to print during the statement run.

'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. The user will assume the responsibility of selecting the correct Text ID for every statement run.**

'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.

'Text ROA Update'

This field is required and will only accept a "B"=Basic or "D"=Detailed. Any other value will generate an edit error.

When the parameter is set to Basic, a single line will be written to the ROA stating: Letter Sent-1-101-$760.00. The 1 indicates statement #1, and the 101 is the Text ID of the statement. The total dollar amount is stated last. When the parameter is set to Detailed, three lines will be written to the ROA stating:

Letter Sent - Overdue Payment
Stmt Nbr - 1 Text - 101
Tot Due on Stmt - $50.00

System: 80. Customization
Customization: 2. Statement Logic Tailoring

'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.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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. Statement Logic Tailoring

```
D0800DMC              COLLECT Statement Logic Tailoring      1/12/07  15:45:20
                                 Batch Level
                                 Person Level
Type choices, press Enter.       Case Level

Minimum Balance Due  . . . . . . . . . . .  25.00    (Greater than or equal)

Defendants Eliminated Cases  . . . . . . . I          (I = Include)
                                                      (E = Exclude)
                                                      (D = Exclude Defendant)

Exclude Blank Address  . . . . . . . . . . Y          ('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.

Screen field definitions and edits are as follows:

'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 case. 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 of the defendant's cases as long as money is due. Be aware of this option because it will include all cases for a defendant even though some cases may have been eliminated by one of the selection parameters. In summary, if just one case passes all selection criteria, all cases will appear on the statement.

System: 80. Customization
Customization: 2. Statement Logic Tailoring

If an “E” is entered, the application will only include the case(s) on the statement that meet the selection criteria. In summary, only cases that pass all selection criteria edits will appear on the statement.

If a “D” is entered, the application will exclude the defendant if any of their cases have been excluded. In summary, all cases for a defendant must pass all selection criteria edits in order for the defendant to receive a statement.

‘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	Returns the user to the Customization Menu.
F12=Cancel	Returns the user to the first screen for Statement Logic Tailoring.

System: 80. Customization
Customization: 2. Statement Logic Tailoring

```
D0800DMC              COLLECT Statement Logic Tailoring      5/31/07  09:08:11
                                Batch Level
                                Person Level
Type choices, press Enter.      Case Level

Exclude Cases Older Than . . . . . . . . _1/01/2000  (Offense Date-MM/DD/YYYY)
Exclude Warrant Cases  . . . . . . . . . N           ('Y'es, 'N'o)
Exclude Prison Cases . . . . . . . . . . Y           ('Y'es, 'N'o)
Exclude Boot Camp Cases  . . . . . . . . N           ('Y'es, 'N'o)
Exclude Jail Cases . . . . . . . . . . . N           ('Y'es, 'N'o)
Non Pay Plan Last Activity Date Aging  . 30          (Number of days)
  Additional Grace Period  . . . . . . . 5          (Number of days)

F3=Exit   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 the each individual case.

Screen field definitions and edits are as follows:

'Exclude Cases Older Than'

This field is optional. If entered, it must be a valid date, less than today's date.

If a date is entered, only the 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.

'Exclude Warrant Cases'

This field is required and will only accept a '"Y"=Yes, "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 look for warrant cases for a name/date of birth combination and exclude them from the selection process. They will not print on the statement/mailer.

If an "N" is selected, the application will include all warrant cases for a name/date of birth combination and include them in the selection process. They will print on the statement/mailer.

System: 80. Customization
Customization: 2. Statement Logic Tailoring

'Exclude Prison 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 is used to decide if a case flagged as a prison case will be included in the selection process.

'Exclude Boot Camp 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 is used to decide if a case flagged as a boot camp case will be included in the selection process.

'Exclude Jail 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 is used to decide if a case flagged as a jail case will be included in the selection process.

'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.

Screen function keys are as follows:

F3=Exit	Returns the user to the Customization Menu.
F12=Cancel	Returns the user to the second screen for Statement Logic Tailoring.

System: 80. Customization

Customization: 3. Warrant Statement Logic Tailoring

```
D6000DMC          Circuit COLLECT Statement Logic Tailoring  6/06/12  15:52:56
 W A R R A N T                  Batch Level                    W A R R A N T
                                Person Level
Type choices, press Enter.      Case Level
                                                  (L=Notification Letter)
Statement Form Layout. . . . . . . . . . . M      (M=Mailer)
                                                  (P=Postcard)

Maximum Number of Statements to Print. .   100    (Number)

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

Allow Selection of Statement Text  . . . N        ('Y'es, 'N'o)

Trial Report Print Order . . . . . . . . . N      ('N'ame, 'Z'ip Code)

Text ROA Update. . . . . . . . . . . . . . D      ('B'asic, 'D'etailed)

Payment Plan Parameter Override. . . . . S        ('C'ollect Sched,'S'td Parms)

Track Returned Statements. . . . . . . . . B      ('B'arcode, 'C'ase, 'N'o)
 W A R R A N T                                                W A R R A N T
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. Collect Agency Extract Logic Tailoring

```
D6000DMC          Collection Agency Extract Logic Tailoring  6/06/12  15:54:08
COLLECTION AGENCY                Batch Level                COLLECTION AGENCY
                                 Person Level
Type choices, press Enter.       Case Level
                                                   (L=Notification Letter)
Statement Form Layout. . . . . . . . . . . L       (M=Mailer)
                                                   (P=Postcard)

Maximum Number to Extract  . . . . . . . .  200    (Number)

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

Allow Selection of Statement Text  . . . . Y       ('Y'es, 'N'o)

Trial Report Print Order . . . . . . . . . Z       ('N'ame, 'Z'ip Code)

Text ROA Update. . . . . . . . . . . . . . D       ('B'asic, 'D'etailed)

Payment Plan Parameter Override. . . . . . S       ('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    9/09/09  15:11:41

Type choices, press Enter.

New Case Extraction Process:
  Days to Age After Closed Date. . . .  60        (Number of Days)
  Minimum Amount Due per Case. . . . .   150.00   ($ Amount)

Statement Printing Process:
  Statement Form Layout. . . . . . .    M         (L=Notification Letter)
                                                  (M=Mailer)
Aging Process:
  Days to Age After Notice . . . . . .  30        (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.

'Minimum Amount Due per Case'

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will test the new case to make sure the amount due is greater than or equal to this amount in order to be selected.

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.

System: 80. Customization
Customization: 5. Collection Agency New Case Processing

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.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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

```
D6000DMC              Tax Garnishment Customization Menu     5/18/15  16:07:49

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









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 COLLECT system 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: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

```
C0725DMC                Circuit COLLECT System Tailoring      5/08/17  15:33:23
                                                   State Form/Misc Customization
Type choices, press Enter.                                      7TH CIRCUIT COURT

Tax Garnishment     - Specific Printer (P1). . PRT01       (Name, blank=Default)
                      Number of Copies (P1). . 1           (Number) (SSN)
                      Specific Printer (P2). . HP2100      (Name, blank=Default)
                      Number of Copies (P2). . 1           (Number) (No SSN)
                      Federal ID Number  . . . FED123456
                      Agency Name  . . . . . . 7TH CIRCUIT COURT
                      Court Type & Number. . . C 41 1   (See DOT Inst-Form 2142)

Proof of Service    - Specific Printer . . . . PRT01       (Name, blank=Default)
                      Number of Copies . . . . 1           (Number)

Tax Garn Release    - Specific Printer . . . . HP2100      (Name, blank=Default)
                      Number of Copies (P1). . 1           (Number) (No SSN)
                      Number of Copies (P2). . 1           (Number) (SSN)

                                                                          More...


F3=Exit    F12=Cancel
Previous screen values have been updated.
```

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

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 will be printed.

'Number of Copies (P1)' – Tax Garnishment

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 1 form (No SSN will be printed) to be generated.

'Specific Printer (P2)' – Tax Garnishment

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 will be printed.

'Number of Copies (P2)' – Tax Garnishment

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.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

'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 DOT'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 DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'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.

'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.

System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

'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 Prompt Defaults 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

```
D6000DMC                    COLLECT System Tailoring          10/17/16  15:33:01
                                          State Form Customization - Screen 2
Type choices, press Enter.                                     7TH CIRCUIT COURT

Tax Garn Regenerate- Amount Due Range . . . .        10.00 - 9,999,999.99  ($)
                     Case Status. . . . . . . 3  (1=All, 2=WRNT, 3=Non-WRNT)
                     SSN Selection. . . . . . 2  (1=All, 2=SSN Only, 3=No SSN)
                     Case Privacy . . . . . . 1  (1=All, 2=Pub, 3=Non-Pub)
                     Address State. . . . . . 3  (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 . 3  (1=All, 2=WgAsn, 3=Non-WgAsn)
                     Disclosure Received. . . 1  (1=All, 2=Discl, 3=No Discl)
                     Exclude Stop Codes . . ? A S _ _ _ _ _ _ _ _ _ _
                                                 (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: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate – Screen 2

'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 Disclosure. 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 Prompt Defaults 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   5/18/15  16:18:35

Type information, press Enter.

Default plaintiff information . . .  People of State of Michigan
                  Address 1 . . . .  c/o 7th Circuit Court-Genesee Cty
                  Address 2 . . . .  900 S. Saginaw St.
                  City/ST/Zip . . .  Flint                 MI  48502 - ____

Default attorney ID. . . . ? 10002  AARON,DENNIS M.,
                  Address . . . . .  123 Attorney Row
Printed on Garn:  City/ST/Zip . . .  Toledo               OH  23232 - ____
                  Phone . . . . . .  ( 419 ) 961 - 1625
-------------------------------------------------------------------------------
Please conform to this sample with YOUR COURT INFORMATION to avoid any
issues with your submission to the Department of Treasury:

 SAMPLE plaintiff information . . .  People of the State of Michigan
                  Address 1 . . . .  c/o XX Circuit Court
                  Address 2 . . . .  123 Your Court Address
                  City/ST/Zip . . .  Your City             MI  48XXX - XXXX

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. 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 Garnishment form.)

Important!.

You must adhere to the sample outlined on the bottom 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      5/19/15  16:22:34

Type information, press Enter.

Tax Garnishment Court Address:
          Court Name. . . . . . . .  7th Circuit Court
          Address . . . . . . . . .  900 South Saginaw
          City/State. . . . . . . .  Flint            MI
          Zip . . . . . . . . . . .  48502 - 1209
          Phone . . . . . . . . . .  ( 111 ) 222 - 3333



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    5/18/15  16:24:23

Type choices, press Enter.                                    /Approximate\
                          Overlay    *---Offset---*  Test   /--Starting---\
Tax Garnishments (MC52)    Name ?    Down    Across  Print  Down     Across
  Part 1. . . . .(Pltf) C0725SV      5.690   4.000   F5     5.800    4.000
                  (DCC) C0725SV      9.850   4.000         10.000    4.000
  Part 2. . . . .(Pltf) C0725SV      5.690   4.000   F6     5.800    4.000
                  (DCC) C0725SV      9.850   4.000         10.000    4.000

      Service (PROOF)
  roof . . . . . (Sig) C0725SV      6.900   4.000   F7     6.900    4.000

    Garnishment Releases (MC50)
  art 1. . . . . (DCC) C0725SV      7.100   4.500   F8     7.100    4.500
            (Mail Cert) C0725SV      8.800   4.500          8.800    4.500
  Part 2. . . . . (DCC) C0725SV      7.100   4.500   F9     7.100    4.500
            (Mail Cert) C0725SV      8.800   4.500          8.800    4.500



F3=Exit   F4=Prompt   F5,F6,F7,F8,F9=Test Print   F12=Cancel
Overlay Placement file has been updated. Test with Function Keys.
```

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 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.

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

```
C0725DMC                Defendant Notification & Tracking      8/24/18  14:25:10
                                Customization Menu
Select one of the following:

Maintenance:              1. Notification Message
                          2. Pay Plan Notification Nightly Batch Process
                          3. Notification Authorization Form


Notification:             6. Manually Run Pay Plan Nightly Batch Process



Customization:           20. System Features
                         21. System Values




Type selection, press Enter.   ===>

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

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 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

```
C0725DMC                Notification Message Maintenance      8/24/18  14:27:17

Type options, press Enter.                NOTE: MsgID "Txxx" must match up with
 2=Change   3=Copy   4=Delete                   Statement Message ID "xxx" when
                                                sending overdue notices.
Opt  Msg ID  Message Text
 _   T001 OVERDUE ST1
            ATTENTION!  This message is from the «CRTNAME».  Our computer
            system has sent this alert because you MISSED your scheduled
            payment of «PPPASTDUE» which was due on «PPPASTDT».  Make this
            payment immediately to avoid further action by the court.
            Failure to make your agreed upon payment may result in a WARRANT
            for your arrest!
 _   T002 OVERDUE ST2
            WARNING!  This message is from the «CRTNAME».  Our computer
            system has sent this alert because you MISSED your scheduled
            payment of «PPPASTDUE» which was due on «PPPASTDT». THIS IS YOUR
            FINAL NOTICE! Make this payment immediately to avoid further
            action by the court. Failure to make your agreed upon payment
            will result in a 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

```
C0725DMC                Notification Message Maintenance      8/24/18  14:28:32

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 roight of Message ID is used for a short descrition 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 wheich 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 followng 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
«CALDATE»	Calendar Date to Appear
«CALEVENT»	Calendar Next Exent
«CALTIME»	Calendar Time to Appear
«CASEID»	Case ID
«CHGDESCLG»	Charge Description (Long)
«CHGDESCSH»	Charge Description (Short)
«CNTYADDR»	County Address
«CNTYADDR2»	County Address (line 2)
«CNTYCITY»	County Address City
«CNTYNAME»	Circuit County Name
«CNTYPHONE»	County Phone Number
«CNTYSTATE»	County Address State
«CNTYZIP»	County Address Zip
«CRTNAME»	Circuit Court Name
«DEFADDR»	Defendant Address
«DEFADDR2»	Defendant Address (line 2)
«DEFCITY»	Defendant Address City
«DEFFRSTNAM»	Defendant Name (First)
«DEFLASTNAM»	Defendant Name (Last)
«DEFMIDNAM»	Defendant Name (Middle)
«DEFNAME»	Defendant Name (L,F,M)
«DEFSTATE»	Defendant Address State
«DEFZIP»	Defendant Address Zip Code
«FILEDATE»	Case File Date
«JUDGE»	Judge
«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

```
C0725DMC                Notification Message Maintenance      8/24/18  14:33:05

Type information, press Enter.

Message ID . . . PYRM  PAYMENT RMDR

      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.

```
C0725DMC                Notification Message Maintenance      8/24/18  14:33:05

Type information, press Enter.

Message ID . . . PYRM  PAYMENT RMDR

      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

```
C0725DMC                 Notification Message Maintenance      8/24/18  14:33:05

Type information, press E                 Merge Field Selection

Message ID . . . PYRM  PA   Position cursor, press Enter.

      Message                Merge Field Description              Field
      Attention              Circuit County Name              «CNTYNAME»
                             County Phone Number              «CNTYPHONE»
                             County Address State             «CNTYSTATE»
                             County Address Zip               «CNTYZIP»
                             Circuit Court Name               «CRTNAME»
                             Defendant Address                «DEFADDR»
                             Defendant Address (line 2)       «DEFADDR2»
                             Defendant Address City           «DEFCITY»
                             Defendant Name (First)           «DEFFRSTNAM»
                             Defendant Name (Last)            «DEFLASTNAM»
                             Defendant Name (Middle)          «DEFMIDNAM»
                             Defendant Name (L,F,M)           «DEFNAME»
                                                                    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.

```
C0725DMC                 Notification Message Maintenance      8/24/18  14:33:05

Type information, press Enter.

Message ID . . . PYRM  PAYMENT RMDR

      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» at «CNTYPHONE» .     Thank you.

      SCAO Approved Message Trailer to be appended to e    y 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

```
C0725DMC                Notification Message Maintenance      8/24/18  14:33:05

Type information, press Enter.

Message ID . . . PYRM  PAYMENT RMDR

      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» at «CNTYPHONE» .     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.

```
C0725DMC                Notification Message Maintenance      8/24/18  14:33:05
                                          Preview Results
Type information, press Enter.            Attention SAMIER ABULIBDEH!  This
                                          is a reminder of your upcoming
Message ID . . . PYRM  PAYMENT RMDR       Payment Plan payment of $50.00
                                          which is due on 09/05/18.  Please
      Message                             make this agreed upon payment on
      Attention «DEFFRSTNAM» «DEF  ST     time to avoid further action by
      upcoming Payment Plan pay  t o      the court.  If you cannot make
      «PPDUEDT».  Please make  s ag       this payment, contact the 7TH
      avoid further action by  e cou      CIRCUIT COURT at 810-257-3220 .
      payment, contact the  NAME»         Thank you.  Reply 'OPTOUT' to
      ____________________________        Cancel this service.  Message and
                                          Data rates may apply.
      SCAO Approved Mes  Trailer t

      Reply 'OPTOUT'  cel this s

F3=Exit   F8=Insert Merge Field   F10   F12=Cancel
```

All merge fields are resolved to create a fully custom message to the defendant.

System: 80. Customization

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

Maintenance: 1. Notification Message

Add Message Step-by-Step

```
C0725DMC                Notification Message Maintenance      8/24/18  14:53:51

Type options, press Enter.                NOTE: MsgID "Txxx" must match up with
 2=Change   3=Copy   4=Delete                   Statement Message ID "xxx" when
                                                sending overdue notices.
Opt  Msg ID  Message Text
 _   PYRM PAYMENT RMDR
            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» at «CNTYPHONE» .     Thank you.

     T001 OVERDUE ST1
            ATTENTION!  This message is from the «CRTNAME».  Our computer
            system has sent this alert because you MISSED your scheduled
            payment of «PPPASTDUE» which was due on «PPPASTDT».  Make this
            payment immediately to avoid further action by the court.
            Failure to make your agreed upon payment may result in a WARRANT
            for your arrest!
                                                                      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

```
C0725DMC      Pay Plan Notification Nightly Batch Process      8/24/18  14:54:53

Type information, press Enter.
          Days
MsgID   Before   Message Description
 PPRM     __3    PP REMINDER
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
 _____    ___
                                                                    More...
F3=Exit    F4=Prompt    F12=Cancel
```

The Payment Plan Notification Nightly Batch Process is designed to remind defendants that they have an upcoming payment due. Before configuring can be done on this screen, the court user will need to define the message(es) that will be used in this nightly process. Once the message(es) are defined they can be placed on this screen with a number of days before to send the notification.

There will be a nightly job (probably around 6:00 p.m. or whenever the court would like to send the notice) placed on the Job Scheduler by DMC. This job will look through all upcomming payment plan due dates. All payment plans XXX days before they are due (XXX matched the above configuration) will be analyzed. If no payment has been received yet, and the defendant is enrolled in the DNT system, the specified Text / Voice message will be sent, regardless of Current Statement Level.

Screen input edits are as follows:

- The Message ID must be defined in the DNT Notification Message Maintenance (option 1 from this menu). Days Before must be a non-zero number.

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

```
C0725DMC      Notification Authorization Form Maintenance    8/24/18  14:56:12

Type information, press Enter.

      Letterhead
                        7th Circuit Court
                         900 S. Saginaw
                         Flint, MI 48502
                       Phone: 810-257-3220

            www.lansingmi.gov/150/54-A-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

```
C0725DMC      Notification Authorization Form Maintenance      8/24/18   14:57:04

Type information, press Enter.

 Form Message
 By signing this form, I authorize the 7th Circuit 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 60th 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 Hearing information in a timely manner.
 Your information will not be sold, distributed, or shared with any other
 entity.

F3=Exit    F12=Cancel
LETTERHEAD file has been updated.
```

SAMPLE ONLY

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

Defendant Notification Authorization

7th Circuit Court
900 S. Saginaw
Flint, MI 48502
Phone: 810-257-3220

https://7thcircuitcourt.com/

DATE: 8/24/18

NAME: JOHN LEONARD DAENZER
8845 RODEL RD
FRANKENMUTH, MI 48734

DOB: 10/17/67

PHONE: 517-555-2121

SAMPLE ONLY

Please Read and Understand the following:

By signing this form, I authorize the 7th Circuit 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 60th 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 Hearing information in a timely manner. Your information will not be sold, distributed, or shared with any other entity.

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** all forms of notification until further notice.

Defendant Signature _____ *Date* _____

DefNtfAut (04/2018)

System: 80. Customization

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

Notification: 6. Manually Run Pay Plan Nightly Batch Process

```
C0725DMC     Manually Run Pay Plan Nightly Batch Process     8/24/18  15:09:20

 View information, press Enter.

 Court Location ID . . . . . . . : 0725     (JIS Circuit/County 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 verifification 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:

- No parameters are able to 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

```
C0725DMC     Defendant Notification Feature Customization    8/24/18  15:10:16

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. . . . . . . 419-555-4245 (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 allreports 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 <u>sending</u> of the electronic notification
  - C=Confirmation – The ROA will only be updated upon successful confirmation of a <u>delivered</u> 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

```
C0725DMC                    System Values Maintenance          8/24/18   15:12:17

Type choices, press Enter.

Caller ID . . . . . . . . . 517-555-9876          (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 hhone 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

System: 10. Initial Setup Menu

```
D6000DMC              COLLECT System Initial SetUp Menu      5/18/15  16:27:39

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. Payment Schedule Customization
                         7. Holiday Entry
                         8. Cash Codes to Ignore (Collection Agency Extract)

                        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 “5. 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 COLLECT system 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

```
D0800DMC            Software Security Id Maintenance        1/15/07  06:59:41

Type choice, press Enter.

Software Security Id . . . . D42G067X18X3J93F94  (Code Supplied by DMC)



F3=Exit   F12=Cancel
```

The security code is supplied with the software and should not be changed without contacting DMC Technology Group at 419-535-2900. This code is unique for each court system and is required to access the application.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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      1/15/07  07:00:50

Type choice, press Enter.

Postcard Court Address . . . 99th Circuit Court
                             122 Justice Blvd.
                             Courthouse, MI 49999

F3=Exit   F12=Cancel
```

If your court has decided to print mailers on postcards, enter the return address you would like printed on the postcard.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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     1/15/07  07:01:24

Type choice, press Enter.

Notification Letter Heading . . . _          99th Circuit Court
                                  _
                                  _          122 Justice Blvd.
                                  _          Courthouse, MI 49999
                                  _
                                  _
                                  _  ******   OVERDUE PAYMENT NOTICE   ******
                                  _
                                  _
F3=Exit    F12=Cancel
```

If your court has decided to print notification letters, enter the information you would like printed at the top of the letter. This information will be printed as entered on the screen.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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     1/15/07  07:02:13

Type choice, press Enter.

Wage Assignment Court Headings . . . 99th Circuit Court
                                     122 Justice Blvd.
                                     Courthouse, MI 49999

                                     313-555-1212

F3=Exit   F12=Cancel
```

If your court has decided to print wage assignments/terminations, enter the information you would like printed at the top of the form.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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     5/31/07  09:11:51

Type choice, press Enter.

Make Payments To . . . . . . . . . . 99th Circuit Court
                                     999 South Main Street
                                     Anywhere, MI 99999
                                     Coupon Payment
                                     (999) 999-9999

F3=Exit    F12=Cancel
```

If your court has decided to print coupon books, enter the information you would like printed on each coupon. This information will be printed exactly as entered on the screen.

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. Payment Schedule Customization

```
D0800DMC      Payment Schedule Customization Maintenance     1/15/07  07:05:24

Type information, press Enter.

Heading  Payments should be made to:  99th Circuit Court
Text. .
                Send payments to:  99th Circuit Court
                                   Supreme County Courthouse
                                   Reimbursement Office
                                   122 Justice Blvd.
                                   Courthouse, MI 49999

                        Inquires:  (313) 555-1212
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. . . . B  ('B'efore, 'A'fter)
Print signature lines on bottom of form . . . . . . Y  ('Y'es, 'N'o)

F3=Exit   F12=Cancel
```

If your court has decided to print payment schedules, enter the information you would like printed on the form. This screen also allows your court to decide if you want to adjust payments that fall on the weekends and holidays.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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. Holiday Entry

```
D0800DMC                        Holiday Entry                 1/15/07  07:08:22

Type dates, press Enter.

Date
_1/01/07  Monday    - January 1, 2007
 5/31/07  Thursday  - May 31, 2007
 7/04/07  Wednesday - July 4, 2007
 9/01/07  Saturday  - September 1, 2007
11/24/07  Saturday  - November 24, 2007
12/25/07  Tuesday   - December 25, 2007
________
________
________
________
________
________
________
________
________
________
                                                                   More...
F3=Exit   F12=Cancel
```

The above screen allows your court to customize the observable holiday dates that will be used for payment schedules. Enter the dates of each holiday observed and press Enter.

Past dates will need to be deleted or cleaned up manually, and will have no future purpose other than to clutter up the screen. This can be done on an annual basis when entering holidays for the upcoming year.

Screen function keys are as follows:

F3=Exit	Returns the user to the 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. Cash Codes to Ignore

```
D6000DMC                    Cash Codes to be Ignored          9/29/08  08:37:42

Type codes, press Enter.

Code  Description
RS    RESTITUTION
___
___
___
```

System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 30. All of the Above

This option will allow the user to cycle thru options 1 thru 11 on the Customization Menu. This was placed here for ease of use when setting up the software for the first time. When you first get your software, all of these options should be set up to customize the Collect System for use in your court.

System: 80. Customization

Maintenance: 20. Stop Code

```
D6000DMC                    Stop Code Maintenance            6/11/12   09:58:19

Type codes, press Enter.
Stop
Code   Description/ROA Text
 A     Address Stop-Bad Addr on File      <-Added-
           Address Stop Removed-Addr Upd      <-Removed-
 S     Stop Send Overdue Pymt Notice      <-Added-
           Start Send Overdue Pymt Notice     <-Removed-
 W     Wrnt Issued-Stop Overdue Notic     <-Added-
           Wrnt Recalled-Start Ovd Notice     <-Removed-
 _     ______________________________     <-Added-
           ______________________________     <-Removed-
 _     ______________________________     <-Added-
           ______________________________     <-Removed-
 _     ______________________________     <-Added-
           ______________________________     <-Removed-
 _     ______________________________     <-Added-
           ______________________________     <-Removed-
 _     ______________________________     <-Added-
           ______________________________     <-Removed-
                                                                   More...
F3=Exit    F12=Cancel
```

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 with the exception of 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.