

## **Annual Collection Letter**

The court can mail, using mass mail merge, a collection letter to people owing money to the court. A mail merge is programmed in the computer and a letter is generated (see letter enclosed).

The process is as follows:

1. Timing – March or April to coincide with State and Federal tax returns
2. Mail merge is sent to people that have an FCJ or bench warrant issued for non-payment.
3. Annual costs run between \$900 to \$1,000 for paper, envelopes, stamps and staff overtime.
4. There is an average of a 25-30% return rate due to bad addresses in the court's data base. Address checks can be run using SOS or Accurint.
5. Annual revenue generated from this program has run from \$5,500 to \$33,000 per year (the program is cost effective).
6. You should have a mechanism to flag the case ROA with a code that indicates this collection letter was mailed. This ROA code is useful if you want to generate a report, flag the case to not send a letter the following year, or make an address correction and then resend letters to those defendants where you changed the address.

Consideration Points:

1. Staff time commitment to generate first mailing
2. Staff time commitment to search for updated addresses and enter that data in the computer.
3. Added costs for second mailing.

STATE OF MICHIGAN  
IN THE 46TH CIRCUIT TR. CT. - DIS. DIV.  
OTSEGO COUNTY

ORI Court Address Telephone  
MI690015J 800 LIVINGSTON, SUITE 1C, GAYLORD, MI 49735 989-732-6486  
www.circuit46.org

Case No: 99- 20427-OI-3

Date of Birth: [REDACTED]

SSN: [REDACTED]

DLN: [REDACTED]

[REDACTED]  
[REDACTED]  
GAYLORD MI 49734

FAIL TO COMPLY WITH JUDGMENT

A COURT ORDER was issued suspending your driving privileges. This COURT ORDER was issued because you failed to pay fines/costs as ordered, or you failed to appear in court as directed. A Bench Warrant may be issued for your arrest.

This suspension order has been entered into the law enforcement computer system (LEIN). If a law enforcement officer stops you, you will be arrested and lodged in jail and/or transported back to this court.

To avoid being arrested, you could contact the court immediately. If satisfactory arrangements are made with the court, a judge or magistrate will issue a clearance card and your driving privileges will be restored. If an arrest warrant was also issued, a judge may order contempt.

When calling the court division, or when posting bond at a sheriff department, please refer to the CASE NUMBER listed at the top of this form.

If you do nothing, the suspension order and/or arrest warrant will remain active and you will be arrested. There are no sentence agreements implied by this letter.

**PLEASE NOTE:** Discussing this matter with the court staff will not result in the Suspension Order or Bench Warrant being dismissed. You MUST either (1) pay all fines/costs ordered in full, or (2) post bond and appear before a judge.

**YOU SHOULD GIVE THIS MATTER YOUR IMMEDIATE ATTENTION.**

Bench Warrant/Suspension Order Division

Grayling Division: 989-344-3240  
Kalkaska Warrant Division: 231-258-9031  
Gaylord Warrant Division: 989-732-6487