

## **FORMAL ADMINISTRATIVE PLAN FOR COLLECTION OF COURT DEBT**

Effective January 1, 2012, the 19th Judicial Circuit Court, Jefferson City, Missouri has adopted the following administrative plan for the collection of court debt to improve debt collection and ensure compliance with Court Operating Rule 21.11.

### Convenient Payment Modes

All divisions of the 19<sup>th</sup> Judicial Circuit Court currently accept the following payment methods: cash, money order, cashier's check, and debit and credit card payments. **All court costs are due at the time of disposition unless otherwise approved by the court.** Internet payments made by the defendant will be implemented after January 1, 2012 and will include a link to the vendor's website.

### Probation and Parole Coordination

Probation and parole officers assigned to the circuit and court clerks are encouraged to follow the uniform collection standards promulgated by the Missouri Division of Probation and Parole and the Office of State Courts Administrator for collection of fine, costs and restitution.

### Establishment of Rates and Collection of Board Bills

The board bill rate is set at \$61.00. The board bill rate shall be assessed daily on all applicable cases; however, the judge presiding over the case may adjust the total board bill based upon financial circumstances.

### Payment Plans

- 1) The effective date (e.g. due date for first payment) for all future payment plans shall be the disposition date plus 30 days.
- 2) Unless the court deems otherwise, a payment of a \$25.00 or 10 percent of the original balance, whichever is greater, is required at disposition and each month thereafter until paid in full.
- 3) For all individuals assigned to probation, the amount of the monthly payments should ensure payment in full prior to two months before the end of probation.

### Sanctions for Non-Payment of Debt

Possible sanctions for non-payment of debt include, but are not limited to the following: show cause orders, warrant, tax intercept, debt collection and revocation of driver licenses on moving traffic violations.

### Settlement Agreements

The court shall allow settlement agreements through the debt collection vendor based upon the following conditions:

- 1) The defendant is required to file the financial statement form approved by the State Judicial Records Committee. The statement should be updated for changes in circumstances since the last financial statement used to grant a payment plan.
- 2) The settlement agreement offered by the debt collection vendor and agreed to by the debtor is not accepted until the judge presiding over the case has approved the settlement.

### Review and Write Off Accounts Receivable

The court shall review accounts receivable reports developed by the Office of State Courts Administrator and the debt collection vendor at least monthly. Those accounts deemed to be uncollectible shall be written off by court order.