

June 11, 2013

**Regular Meeting
Item #11a
County-Court
Collections MOU**



**Superior Court of California,
County of Mono**

Presentation

To the

**Mono County
Board of Supervisors**

Proposed

Enhanced Comprehensive Collections Program

Superior Court presentation to the Mono
County Board of Supervisors

Proposed Comprehensive Collections Program

What is a Comprehensive Collections Program?

- In 2004, legislation was enacted requiring the Judicial Council to establish a court-county working group on collections and to adopt guidelines for a comprehensive program to collect fees, fines, forfeitures, penalties and assessments imposed by the courts. (California Penal Code section 1463.010)

California Penal Code Section 1463.010

PC 1463.010. The uniform imposition and enforcement of court-ordered debts are recognized as an important element of California's judicial system. Prompt, efficient, and effective imposition and enforcement of court-ordered fees, fines, forfeitures, penalties, restitution, and assessments ensure that the courts are able to collect court-ordered debts and assessments in a timely and efficient manner. The Judicial Council of the Courts are jointly committed to identifying, improving, and seeking to expand access to mechanisms and tools that will enhance efforts to collect court-ordered debt. To provide for this prompt, efficient, and effective collection:

(a) The Judicial Council shall adopt guidelines for a comprehensive program concerning the collection of court-ordered fees, fines, forfeitures, penalties, and assessments imposed by court orders. The guidelines shall include, but not be limited to, the following: (1) standard agreements for entities to provide collection services. As part of its guidelines, the Judicial Council shall include provisions that promote competition by and between entities in providing collection services to courts and counties. The Judicial Council may delegate to the Administrative Director of the Courts the implementation of the aspects of this program to be carried out at the county level.

(b) The courts and counties shall maintain the collection program that was in place on January 1, 1996, unless otherwise agreed to in writing by the court and county. The program may wholly or partially be staffed and operated within the court itself, may be wholly or partially contracted and operated by the county, wholly or partially contracted and operated by a third party, or may be wholly or partially contracted and operated by a cooperative program. In carrying out this cooperative plan to implement the Judicial Council guidelines, the event that a court and a county are unwilling or unable to enter into a cooperative plan pursuant to this section, either to the court or the county may request the court to refer the matter to arbitration proceedings required by subdivision (e) of Section 1463.011, with mediation and arbitration services provided by the court and provided by the Administrative Director of the Courts and the California State Judiciary.

(c) The Judicial Council shall develop performance measures and benchmarks to review the effectiveness of the cooperative superior court and county collection programs operating pursuant to this section. Each superior court and county shall report to the Judicial Council, as provided by the Administrative Director of the Courts, the results of the performance measures on or before September 1, 2009, and request the results to be made available on or before September 1, 2009, and annually thereafter. The Judicial Council shall report to the Legislature on December 31, 2009, and annually thereafter, on all of the following:

- (1) The extent to which each court or county is following best practices for its collection program.
- (2) The performance of each collection program.
- (3) Any changes necessary to improve performance of collection programs.
- (4) The Judicial Council may, when the efficiency and effectiveness of the collection process may be improved, facilitate a joint collection program between superior courts, between counties, or between superior courts and counties, by court rule, a program providing for the suspension or nonrenewal of a business and professional license if the holder of the license has unpaid fees,

fines, forfeitures, penalties, and assessments imposed upon them under a court order. The Judicial Council may provide that some or all of the superior courts or counties participate in the program. Any program established by the Judicial Council shall ensure that the licensee receives adequate and appropriate notice of the proposed suspension or nonrenewal of his or her license and has an opportunity to contest the suspension or nonrenewal. The opportunity to contest may not require a court hearing.

(f) Notwithstanding any other provision of law, the Judicial Council, after consultation with the Franchise Tax Board with respect to collections under Section 13280 of the Revenue and Taxation Code, may provide for an amnesty program involving the collection of outstanding fees, fines, forfeitures, penalties, and assessments, applicable either statewide or within one or more counties. The amnesty program shall provide that some or all of the interest or collections costs imposed on outstanding fees, fines, forfeitures, penalties, and assessments may be waived if the remaining amounts due are paid within the amnesty period.

PC 1463.010. The uniform imposition and enforcement of court-ordered debts are recognized as an important element of California's judicial system. Prompt, efficient, and effective imposition and collection of court-ordered fees, fines, forfeitures, penalties, restitution, and assessments ensure the appropriate respect for court orders. The California State Association of Counties and the Administrative Office of the Courts are jointly committed to identifying, improving, and seeking to expand access to mechanisms and tools that will enhance efforts to collect court-ordered debt. To provide for this prompt, efficient, and effective collection:

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(b) The courts and counties shall maintain the collection program that was in place on January 1, 1996, unless otherwise agreed to in writing by the court and county. The program may wholly or partially be staffed and operated within the court itself, may be wholly or partially staffed and operated by the county, or may be wholly or partially contracted with a third party. In carrying out this collection program, each superior court and county shall develop a cooperative plan to implement the Judicial Council guidelines. In the event that a court and a county are unwilling or unable to enter into a cooperative plan pursuant to this section, prior to the arbitration procedures required by subdivision (e) of Section 1214.1, the court or the county may request the continuation of negotiations with mediation assistance as mutually agreed upon and provided by the Administrative Director of the Courts and the California State Association of Counties.

(c) The Judicial Council shall develop performance measures and benchmarks to review the effectiveness of the cooperative superior court and county collection programs operating pursuant to this section. Each superior court and county shall jointly report to the Judicial Council, as provided by the Judicial Council, information requested in a reporting template on or before September 1, 2009, and annually thereafter. The Judicial Council shall report to the Legislature on December 31, 2009, and annually thereafter, on all of the following:

(1) The extent to which each court or county is following best practices for its collection program.

(2) The performance of each collection program.

(3) Any changes necessary to improve performance of collection programs statewide.

(d) The Judicial Council may, when the efficiency and effectiveness of the collection process may be improved, facilitate a joint collection program between superior courts, between counties, or between superior courts and counties.

(e) The Judicial Council may establish, by court rule, a program providing for the suspension and nonrenewal of a business and professional license if the holder of the license has unpaid fees,

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finer, forfeitures, penalties, and assessments imposed upon them under a court order. The Judicial Council may provide that some or all of the superior courts or counties participate in the program. Any program established by the Judicial Council shall ensure that the licensee receives adequate and appropriate notice of the proposed suspension or nonrenewal of his or her license and has an opportunity to contest the suspension or nonrenewal. The opportunity to contest may not require a court hearing.

(f) Notwithstanding any other provision of law, the Judicial Council, after consultation with the Franchise Tax Board with respect to collections under Section 19280 of the Revenue and Taxation Code, may provide for an amnesty program involving the collection of outstanding fees, fines, forfeitures, penalties, and assessments, applicable either statewide or within one or more counties. The amnesty program shall provide that some or all of the interest or collections costs imposed on outstanding fees, fines, forfeitures, penalties, and assessments may be waived if the remaining amounts due are paid within the amnesty period.

What are the Guidelines & Standards for Recovering Costs and Operating a Comprehensive Collections Program?

"Effective July 1, 2012, Penal Code section 1463.007 under Senate Bill 857 (Stats. 2010, ch. 720), amends the standards by which a court or county may recover the costs of operating a comprehensive collection program. Collection costs (with the exception of capital expenditures) may be recovered from the collection of delinquent court-ordered fines, fees, forfeitures, penalties, and assessments imposed on infraction, misdemeanor, and felony cases before revenues are distributed to any other government entity.

GUIDELINES AND STANDARDS FOR COST RECOVERY

Comprehensive Collection Program
Effective July 1, 2012, Penal Code section 1463.007 under Senate Bill 857 (Stats. 2010, ch. 720), amends the standards by which a court or county may recover the costs of operating a comprehensive collection program (Attachment A). Collection costs (with the exception of capital expenditures) may be recovered from the collection of delinquent court-ordered fines, fees, forfeitures, penalties, and assessments imposed on infraction, misdemeanor, and felony cases before revenues are distributed to any other government entity.

A comprehensive collection program is a separate and distinct revenue collection activity that meets the following requirements:

1. Identifies and collects amounts arising from delinquent court-ordered debt, whether or not a warrant has been issued against the alleged violator.
2. Complies with requirements of subdivision (b) of Penal Code section 1463.010.
3. Engages in the following activities:
 - a. Attempts telephone contact with delinquent debtors for whom the program has a phone number to inform them of their delinquent status and payment options.
 - b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.
 - c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.
 - d. Uses Department of Motor Vehicles information to locate delinquent debtors.
 - e. Accepts payments of delinquent debt by credit card.
4. Engages in at least five (5) of the following activities:
 - a. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.
 - b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.
 - c. Initiates driver's license suspension or hold actions when appropriate.
 - d. Contracts with one or more private debt collectors to collect delinquent debt.
 - e. Sends monthly bills or account statements to all delinquent debtors.
 - f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.
 - g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.

Summary of the Guidelines & Standards adopted by the California Judicial Council

- Collection program costs may only be recovered from the revenues of delinquent court-ordered fines and fees
- In order for a Collections Program to recover cost it must meet Collections activity requirements set out in Penal Code 1463.007
- Documentation is necessary to substantiate the percentage of time an employee spends performing eligible Comprehensive Collection Program for cost recovery.
- The court or the county must be able to distinguish revenues collected from eligible delinquent accounts. If a program fails to maintain this information, it may result in disqualification of the program from Cost Recovery.

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 - g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.

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 - f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.
 - g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.

- h. Uses Employment Development Department employment and wage information to collect delinquent debt.
- i. Establishes wage and bank account garnishments when appropriate.
- j. Places liens on real property owned by delinquent debtors when appropriate.
- k. Uses an automated dialer or automatic call distribution system to manage telephone calls.

Amendments to Penal Code section 1463.007 require programs to use at least 10 of 16 collection activity components. The first 5 activities listed in the code must be met, and 5 of the 11 remaining activities may be chosen by the individual collections program.

The amendments to Penal Code section 1463.007 also removed the following activities from the list of components that qualify a program for cost recovery:

- Filing of a claim or objection to the inclusion of outstanding fines and forfeitures in bankruptcy proceedings; and
- Requesting credit reports to assist in locating delinquent debtors.

While programs can no longer count these activities toward meeting the 10 components required for cost recovery, programs still have the legal authority to perform such activities.

Staff Costs

Duty statements, time sheets, or other means of documentation are necessary to substantiate the percentage of time an employee or supervisor spends performing eligible comprehensive collection activities. Allocation of supervisory time is allowable, provided that the cost can be supported by documentation. Estimations are not allowable to substantiate the percentage of time an employee spends performing eligible collection activities. If a collecting entity does not use time sheets, it should be able to support personnel costs by using other means of documentation.

Time studies may be used as an acceptable substitute for actual time sheets, but they need to be representative of the total amount of actual time spent collecting eligible delinquent debt. Supporting documents such as duty statements and work calendars, while not providing actual time data, can provide the needed support to establish the sufficiency of the data collected. When time studies are used in place of time sheets, they must be adequately designed (i.e., of sufficient frequency, duration, and scope) and documented to support the extrapolation of the results to the actual hours spent collecting eligible delinquent debt. The court or county may determine the frequency, duration, and scope of a time study based on operational or staffing changes. Cost of salaries/wages and benefits of comprehensive collections program staff, including supervisory staff are recoverable. Time sheets are recommended for staff spending less than 100 percent of their time working on the comprehensive collection program's eligible debt. Each time sheet must account for all hours worked by the employee. Time sheets are not necessary for employees working 100 percent of their time on the comprehensive collection program.

Other Eligible Costs

Other eligible costs include the following:

- Costs of operating expenses and equipment associated with comprehensive collection program staff (court/county). Operating expenses and equipment should be allocated proportionately to the time worked on the comprehensive collection program.
- Commission costs are cost recoverable and may include those payable to a private collections vendor, the Franchise Tax Board, or an intra-branch program operating under a contract, participation agreement, standard agreement, or a memorandum of understanding (MOU).
- In lieu of developing an indirect cost rate, a program may use a standard rate equal to 10 percent of the direct salaries and wages involved in providing the service (excluding overtime, shift premiums, and fringe benefits). (Refer to the AOC's *Trial Court Financial Policies and Procedures Manual* or to *Office of Management and Budget (OMB) Circular A-87*.)

Eligible costs may be calculated using the sample Cost Recovery Report (Attachment B).

Revenues Collected in a Comprehensive Collection Program

Cost recovery in a comprehensive collection program is limited to revenues collected from the accounts in the program. Revenue collected from eligible accounts in a comprehensive collection program shall be deposited in the court or county treasury, and costs may be recovered before revenues are distributed to other governmental entities or programs. The court or county must be able to distinguish revenues collected from eligible accounts (and their related costs) separately from those accounts that do not meet the statutory requirements of Penal Code section 1463.007.

Separate and Distinct Revenue Collection Activity

A court or county that implements a comprehensive collection program must operate that program as a separate and distinct revenue collection activity. Such an activity is defined as one with the ability to identify and collect revenue owed on eligible accounts. Related costs of collection on eligible delinquent accounts should be documented on an ongoing basis. Collection agencies, the Franchise Tax Board, or an Intra-branch Program may be contracted to provide collection services on eligible delinquent accounts. A court or county collection program must require these collecting entities to maintain separate and distinct revenue collection activity information on eligible accounts. If a program fails to maintain this information, it may result in the disqualification of those programs from inclusion in a comprehensive collection program, as defined in Penal Code section 1463.007.

Distribution of Revenues

Revenues collected from accounts in a comprehensive collection program must be distributed monthly as required by other provisions of law and by Appendix C of the *Manual of Accounting*

and Audit Guidelines for Trial Courts. If a program's operating costs for a given month exceed revenues collected, the excess costs may be carried forward within the same fiscal year (except for June collections) until eligible revenues are available to fully recover the eligible costs. For example, operating costs for June collections are "taken off the top" as part of the June reporting in accordance with local requirements and statute, but not more than 45 days after the month of collection or August. The net revenues (after cost recovery) available for distribution should be allocated to those accounts on which collections were made. Net revenues should be prorated to each distribution component of the account. Therefore, distributions to state, county, city, and court should be reduced by the eligible comprehensive collection costs in proportion to their share of the total revenues. However, victim restitution orders cannot be reduced and are *not* part of revenues that can be used for cost recovery.

As noted in the *Assembly Bill 3000 Court Surcharge Distribution Guidelines* of the State Controller's Office, comprehensive collection program costs can be recovered before the other distributions provided in Penal Code section 1203.1d. Therefore, if a delinquent account is collected by installment payments, the costs associated with this program are not priority 4 distributions. However, as with all installment payment distributions, the remaining priorities specified in Penal Code section 1203.1d should be followed. Thus, after victim restitution is paid and the program costs are recovered, the installment payments are applied to distributions in the priority order mandated by that code section, as follows:

- Second priority—20 percent state surcharge
- Third priority—fines, penalty assessments, and restitution fines
- Fourth priority—all other reimbursable costs (such as court operations assessments, civil assessments, and costs unrelated to collection)*

* *Note:* First priority—victim restitution order payments received—are distributed before any program costs are recovered or any distributions are made to other entities.

Cost Recovery—Example

Once the cost of the program for a given month is determined and charged to the account, the remaining amount should then be distributed to the various governmental entities required by any other provision of law.

A comprehensive collection program should charge the cost of collections on a prorated basis, each month, against the revenue collected. An example of the distribution of cost on a prorated basis is depicted in Attachment C. Column A illustrates the percentage used to calculate the cost of collections. Column B illustrates the \$2,506,686 total gross revenue collected for each of the revenue accounts.

Example: The total gross revenue collected in the Courthouse Construction Fund equals \$206,377. The total amount of revenue is \$2,506,686. Therefore, \$206,377 divided by \$2,506,686 (100 percent) is 8.2 percent

Column C illustrates the \$464,140 total cost of collections based on the percentage in Column A, as well as the revenue collected for each of the revenue accounts in Column B. The \$2,042,546 in Column D is the net revenue amount that should be distributed to other government entities.

Discharge of Accountability

The court or county may perform collection activities related to the discharge of debt deemed uncollectible. Such activities may include researching and identifying uncollectible debt, preparation of reports, and the application and approval process as defined in Government Code section 25257- 25259.95. Costs may only be recovered in the same fiscal year in which the costs were incurred, with the appropriate documentation.

Definitions

The following definitions are provided to assist with the understanding of the standards for cost recovery.

Account: As used in these guidelines, “account” means an amount due on a case, regardless of the number of violations involved. The term does not refer to a record that was established to consolidate the accounting and record keeping for the collection of multiple cases for that individual.

Accounts Receivable: An accounts receivable is a set of receivables if paid in installments, pursuant to Penal Code section 1205 (d) or that are not paid forthwith.

Capital Expenditures: Capital expenditures must be excluded from the cost of operating a comprehensive collection program. Capital expenditures are made to acquire fixed assets. Fixed assets are tangible property of significant value that have a utility that extends beyond one year and are broadly classified as land, structures, improvements, and equipment. Depreciation associated with capitalized assets is not an allowable cost in a comprehensive collection program. Courts are required to use the \$5,000 capitalization threshold established by the Judicial Council in determining which acquisitions are considered capital expenditures. Counties are required to use the capitalization threshold established by their local Board of Supervisors.

Comprehensive Collections Programs: Comprehensive collections programs collect delinquent fines, fees, penalties, assessments, and forfeitures and meet the criteria under Penal Code section 1463.007. Revenues collected by a comprehensive collections program should be included in the Collections Reporting Template.

Delinquent Account: An account is considered to be delinquent the day after the payment is due regardless of whether an individual owes bail, full payment, or an installment payment. For the

purpose of cost recovery, once debt becomes delinquent it continues to be delinquent and may be subject to collection by a comprehensive collection program.

Enhanced Collections: Enhanced collections are non-forthwith collection activities related to enhancing collection programs where costs are incurred and paid directly by or reimbursed by the county, and are not cost recoverable. These collections are also included in the Collections Reporting Template.

Fines, Fees, Penalties, Assessments, and Forfeitures: Fines, fees, penalties, assessments, and forfeitures include all amounts owed by an individual on an infraction, misdemeanor, or felony case (other than parking).

Forthwith Payments: This collections category involves payments on the same day as the court order and generally involves no 'extra' cost. Forthwith payments are distinguished from enhanced collections primarily by the timing of the payments. Any of these associated costs should not be reported as an enhanced or delinquent collection cost. Forthwith payments are included as a separate category on the Collections Reporting Template.

Installment Payment: Installment payments or time payments are made periodically on an account. Cost recovery does not apply when an individual is paying a fine, fee, penalty, assessment, or forfeiture through time payments, unless he or she is delinquent according to the agreed-upon payment schedule. A delinquent account may be reinstated to installment payments, and costs associated with collection activities on this reinstated account are eligible for cost recovery.

Intra-Branch Program: An intra-branch program is a court or a county collection service provided under a written memorandum of understanding (MOU) to another court or county.

Operating Costs: Eligible operating costs of a comprehensive collection program may include, but are not limited to, salaries, wages, benefits, services and supplies, contractual collection costs, and indirect costs allocated to collection activities. Service and supply costs eligible for cost recovery may include, but are not limited to, communication, office supplies, postage, and data processing. Indirect costs and general administrative costs must be supported by documentation and have a reasonable basis for allocation.

Salaries, Wages, and Benefits: Personnel expenses (salaries, wages, and benefits) include permanent salaries and wages, temporary help, overtime, Social Security and Medicare, group insurance, retirement (nonjudicial), workers' compensation, unemployment insurance, other benefits (such as parking, public transit, state disability insurance, etc.).

Salary and Benefit Savings: Salary and benefit savings result from non-expenditure of costs related to salaries, wages, and benefits and are not cost recoverable.

Attachments

Attachment A – Penal Code section 1463.007

Attachment B – Cost Recovery Report

Attachment C – Distribution Template

Penal Code section 1463.007

1463.007. (a) Notwithstanding any other provision of law, any county or court that operates a comprehensive collection program may deduct the costs of operating that program, excluding capital expenditures, from any revenues collected under that program. The costs shall be deducted before any distribution of revenues to other governmental entities required by any other provision of law. Any county or court operating a comprehensive collection program may establish a minimum base fee, fine, forfeiture, penalty, or assessment amount for inclusion in the program.

(b) Once debt becomes delinquent, it continues to be delinquent and may be subject to collection by a comprehensive collection program. Debt is delinquent and subject to collection by a comprehensive collection program if any of the following conditions is met:

- (1) A defendant does not post bail or appear on or before the date on which he or she is promised to appear, or any lawful continuance of that date, if that defendant was eligible to post and forfeit bail.
- (2) A defendant does not pay the amount imposed by the court on or before the date ordered by the court, or any lawful continuance of that date.
- (3) A defendant has failed to make an installment payment on the date specified by the court.

(c) For the purposes of this section, a "comprehensive collection program" is a separate and distinct revenue collection activity that meets each of the following criteria:

- (1) The program identifies and collects amounts arising from delinquent court-ordered debt, whether or not a warrant has been issued against the alleged violator.
- (2) The program complies with the requirements of subdivision (b) of Section 1463.010.
- (3) The program engages in each of the following activities:
 - (A) Attempts telephone contact with delinquent debtors for whom the program has a phone number to inform them of their delinquent status and payment options.
 - (B) Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.
 - (C) Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.
 - (D) Uses Department of Motor Vehicles information to locate delinquent debtors.
 - (E) Accepts payment of delinquent debt by credit card.

(4) The program engages in at least five of the following activities:

- (A) Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.
- (B) Sends delinquent debt to the Franchise Tax Board's Intergovernmental Intercept Collections Program.
- (C) Initiates driver's license suspension or hold actions when appropriate.
- (D) Contracts with one or more private debt collectors to collect delinquent debt.
- (E) Sends monthly bills or account statements to all delinquent debtors.
- (F) Contracts with local, regional, state, or national ZIP tracing or locator resources or services to locate delinquent debtors.
- (G) Coordinates with the probation department to locate debtors who may be on formal or informal probation.
- (H) Uses Employment Development Department employment and wage information to collect delinquent debt.
- (I) Establishes wage and bank account garnishments where appropriate.
- (J) Places liens on real property owned by delinquent debtors when appropriate.
- (K) Uses an automated dialer or automatic call distribution system to manage telephone calls.

(d) This section shall become operative on July 1, 2012.

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(b) Once debt becomes delinquent, it continues to be delinquent and may be subject to collection by a comprehensive collection program. Debt is delinquent and subject to collection by a comprehensive collection program if any of the following conditions is met:

(1) A defendant does not post bail or appear on or before the date on which he or she promised to appear, or any lawful continuance of that date, if that defendant was eligible to post and forfeit bail.

(2) A defendant does not pay the amount imposed by the court on or before the date ordered by the court, or any lawful continuance of that date.

(3) A defendant has failed to make an installment payment on the date specified by the court.

(c) For the purposes of this section, a "comprehensive collection program" is a separate and distinct revenue collection activity that meets each of the following criteria:

(1) The program identifies and collects amounts arising from delinquent court-ordered debt, whether or not a warrant has been issued against the alleged violator.

(2) The program complies with the requirements of subdivision (b) of Section 1463.010.

(3) The program engages in each of the following activities:

(A) Attempts telephone contact with delinquent debtors for whom the program has a phone number to inform them of their delinquent status and payment options.

(B) Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.

(C) Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.

(D) Uses Department of Motor Vehicles information to locate delinquent debtors.

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(A) Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.

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(K) Uses an automated dialer or automatic call distribution system to manage telephone calls.

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Distribution template from Judicial Council Guidelines and Standards for Comprehensive Collections Program

Distribution Template (Attachment C)

SUPERIOR COURT OF CALIFORNIA
COUNTY OF COLLECTION CHARGES DISTRIBUTION
ANALYSIS FOR THE MONTH OF 20

Cost: \$484,140

	Column A Percent	Column B PC 1483.007 Delinquent Revenue	Column C Cost of Collections	Column D Net Revenue Collected
Alcohol Abuse Prevention	0.0%	\$ 77	\$ 14	\$ 63
Criminal Just Construction Fund	7.1%	177,176	\$32,806	144,370
Warrant Assessment	0.2%	6,212	\$1,150	5,062
Courthouse Construction Fund	8.2%	206,377	\$39,213	168,164
Domestic Violence Special Fund	0.1%	3,692	\$685	2,927
City General Fund - City A	0.0%	1,004	\$180	818
City Base Fine - City A	0.0%	976	\$181	795
City General Fund - City A	0.3%	7,970	\$1,457	6,412
City Base Fine - City A	0.0%	8,541	\$1,575	6,943
City General Fund - City A	0.0%	623	\$116	508
City General Fund - City A	0.3%	6,489	\$1,193	5,271
City General Fund - City B	0.1%	1,830	\$1,187	5,226
City Base Fine - City B	0.1%	1,710	\$330	1,491
City General Fund - City B	0.0%	86	\$12	1,394
City Base Fine - City B	0.0%	246	\$0	54
Spray & Neuter Fee	0.0%	7,824	\$46	2
City General Fund - City B	0.0%	73,163	\$1,467	200
Booking Fee - City B	2.9%	67,986	\$13,547	54,439
City General Fund - City C	0.2%	4,180	\$12,588	59,618
City Base Fine - City C	0.1%	3,687	\$768	55,369
Crime Prove Fing. Fine	0.0%	2	\$0	3,362
City General Fund - City C	0.1%	813	\$0	2,968
City General Fund - City C	0.9%	2,413	\$0	2
Booking Fee - City C	2.0%	46,686	\$9,259	1,266
Fingerprint ID Fund	1.2%	29,319	\$5,429	1,260
Criminal Lab Fee	0.1%	3,017	\$558	40,790
Proof Of Correction	0.2%	4,059	\$752	23,691
State Penalty Fund	0.1%	2,186	\$405	3,469
State Sex Offender Fund	0.0%	363	\$65	3,307
Trauma Head Injury	0.0%	968	\$65	1,793
State Motor Vehicle Fund	0.0%	900	\$179	288
Restitution Fine	0.0%	169,691	\$167	799
State Penalty Fund	6.3%	410,666	\$29,365	734
Fish & Game	16.4%	1,869	\$76,021	128,226
Victim Indemnity	0.1%	10,809	\$809	334,646
State Health & Safety	0.2%	82	\$2,001	4,000
Surcharge (-\$0.000)	0.0%	9	\$2	8,808
State Pen. Restitution Fund	0.0%	82	\$2	78
Republic Divorce Fee	0.4%	9,124	\$1,691	7,443
Domestic Violence Fund	0.2%	4,024	\$745	3,278
Court Automation	1.5%	37,034	\$6,857	30,177
State General Fund	0.1%	2,826	\$542	2,384
Crim Fine Surcharge	5.0%	128,386	\$23,402	102,985
State Cr. Const Pen	2.1%	51,714	\$9,675	42,139
Civil Assessment	2.6%	84,156	\$11,879	52,277
County General Fund	2.9%	72,823	\$13,484	59,339
Base Fine - County	8.7%	216,951	\$40,171	176,780
County General Fund	0.6%	15,489	\$2,868	12,621

Distribution Template (Attachment C)

SUPERIOR COURT OF CALIFORNIA
 COUNTY OF _____
 ANALYSIS OF COLLECTION CHARGES DISTRIBUTION
 FOR THE MONTH OF _____ 20__

Cost: \$464,140

	Column A	Column B	Column C	Column D
	Percent	PC 1463.007 Delinquent Revenue	Cost of Collections	Net Revenue Collected
Alcohol Abuse Prevention	0.0%	\$ 77	\$14	\$ 63
Criminal Just Construction Fund	7.1%	\$ 177,176	\$32,806	\$ 144,370
Warrant Assessment	0.2%	\$ 6,212	\$1,150	\$ 5,062
Courthouse Construction Fund	8.2%	\$ 206,377	\$38,213	\$ 168,164
Domestic Violence Special Fund	0.1%	\$ 3,592	\$665	\$ 2,927
City General Fund - City A	0.0%	\$ 1,004	\$186	\$ 818
City Base Fine - City A	0.0%	\$ 976	\$181	\$ 795
City General Fund - City A	0.3%	\$ 7,870	\$1,457	\$ 6,412
City Base Fine - City A	0.3%	\$ 8,521	\$1,578	\$ 6,943
City General Fund - City A	0.0%	\$ 11	\$2	\$ 9
City General Fund - City A	0.0%	\$ 623	\$115	\$ 508
City General Fund - City B	0.3%	\$ 6,469	\$1,198	\$ 5,271
City Base Fine - City B	0.3%	\$ 6,413	\$1,187	\$ 5,225
City General Fund - City B	0.1%	\$ 1,830	\$339	\$ 1,491
City Base Fine - City B	0.1%	\$ 1,710	\$317	\$ 1,394
City General Fund - City B	0.0%	\$ 66	\$12	\$ 54
Spay & Neuter Fee	0.0%	\$ 2	\$0	\$ 2
City General Fund - City B	0.0%	\$ 246	\$46	\$ 200
Booking Fee - City B	0.3%	\$ 7,924	\$1,467	\$ 6,457
City General Fund - City C	2.9%	\$ 73,163	\$13,547	\$ 59,616
City Base Fine - City C	2.7%	\$ 67,986	\$12,588	\$ 55,398
City General Fund - City C	0.2%	\$ 4,150	\$768	\$ 3,382
City Base Fine - City C	0.1%	\$ 3,667	\$679	\$ 2,988
Crime Preve Prg Fine	0.0%	\$ 2	\$0	\$ 2
City General Fund - City C	0.0%	\$ 313	\$58	\$ 255
City General Fund - City C	0.1%	\$ 2,406	\$445	\$ 1,960
Booking Fee - City C	2.0%	\$ 49,985	\$9,255	\$ 40,730
Fingerprint ID Fund	1.2%	\$ 29,319	\$5,429	\$ 23,891
Criminal Lab Fee	0.1%	\$ 3,017	\$559	\$ 2,459
Proof Of Correction	0.2%	\$ 4,059	\$752	\$ 3,307
State Penalty Fund	0.1%	\$ 2,188	\$405	\$ 1,783
State Sex Offender Fund	0.0%	\$ 353	\$65	\$ 288
Trauma Head Injury	0.0%	\$ 968	\$179	\$ 789
State Motor Vehicle Fund	0.0%	\$ 900	\$167	\$ 734
Restitution Fine	6.3%	\$ 158,591	\$29,365	\$ 129,226
State Penalty Fund	16.4%	\$ 410,566	\$76,021	\$ 334,545
Fish & Game	0.1%	\$ 1,563	\$289	\$ 1,273
Victim Indemnity	0.2%	\$ 4,909	\$909	\$ 4,000
State Health & Safety	0.4%	\$ 10,809	\$2,001	\$ 8,808
Surcharge (-\$10,000)	0.0%	\$ 10	\$2	\$ 8
Fish & Game Preservation Fund	0.0%	\$ 93	\$17	\$ 76
Restitution Divers Fee	0.4%	\$ 9,134	\$1,691	\$ 7,443
Domestic Violence Fund	0.2%	\$ 4,024	\$745	\$ 3,279
Court Automation	1.5%	\$ 37,034	\$6,857	\$ 30,177
State General Fund	0.1%	\$ 2,925	\$542	\$ 2,384
Crim Fine Surcharge	5.0%	\$ 126,386	\$23,402	\$ 102,985
State Crt Const Pen	2.1%	\$ 51,714	\$9,575	\$ 42,139
Civil Assessment	2.6%	\$ 64,156	\$11,879	\$ 52,277
County General Fund	2.9%	\$ 72,823	\$13,484	\$ 59,339
Base Fine - County	8.7%	\$ 216,951	\$40,171	\$ 176,780
County General Fund	0.6%	\$ 15,489	\$2,868	\$ 12,621

Distribution Template (Attachment C)

Base Fine - County	1.5%	\$	38,367	\$7,104	\$	31,263
School Fund	0.0%	\$	37	\$7	\$	31
Penalty Assessment	7.0%	\$	175,900	\$32,570	\$	143,331
Clerk's Filing Fee	0.0%	\$	376	\$70	\$	306
Clerk's Filing Fee	0.0%	\$	663	\$123	\$	540
Split Filing Fee	0.4%	\$	11,082	\$2,052	\$	9,030
Collection Service Fee	1.9%	\$	48,859	\$9,047	\$	39,812
County General Fund	0.0%	\$	62	\$11	\$	50
Proof Of Correction	0.2%	\$	5,247	\$971	\$	4,275
DUI Admin Fee	0.2%	\$	5,534	\$1,025	\$	4,509
Returned Check Svc Chg	0.1%	\$	3,158	\$585	\$	2,573
Public Defender Fees	2.2%	\$	56,087	\$10,385	\$	45,702
Alcohol Content Test	0.7%	\$	17,248	\$3,194	\$	14,054
DA Child Abduction	0.3%	\$	7,240	\$1,340	\$	5,899
Booking Fees - County	1.5%	\$	36,554	\$6,768	\$	29,785
Juv Hall Costs	1.3%	\$	32,492	\$6,016	\$	26,476
Prpty Damage J/Hall	0.0%	\$	0	\$0	\$	0
Sub Abuse Fee	0.0%	\$	0	\$0	\$	0
Cost of Probation	1.4%	\$	34,518	\$6,391	\$	28,126
Prob/Summary Fee	0.2%	\$	4,296	\$795	\$	3,500
Diversion Fee/Prob	0.4%	\$	10,626	\$1,967	\$	8,658
Adult Work Prog Fee	0.3%	\$	16,251	\$3,009	\$	13,242
Juv Cost Probation	0.3%	\$	15,416	\$2,854	\$	12,562
Record Seal - Juv	0.0%	\$	240	\$44	\$	196
Juv Home Elect Cost	0.0%	\$	502	\$93	\$	409
HEC Fees Adult	0.1%	\$	3,369	\$624	\$	2,745
HEC & Juv Strap Fee	0.0%	\$	16	\$3	\$	13
Supervised OR Fee	0.0%	\$	172	\$32	\$	141
Juv Camp Costs	0.5%	\$	11,365	\$2,104	\$	9,260
Fish & Game	0.1%	\$	2,502	\$463	\$	2,038
County Health Department	0.1%	\$	2,366	\$438	\$	1,928
ALC Rehab Program	0.7%	\$	16,552	\$3,065	\$	13,487
Alcohol Abuse Prevention	0.0%	\$	507	\$94	\$	413
Juvenile Dependency	0.0%	\$	85	\$16	\$	69
Court Appt Attorney/Minor	0.1%	\$	3,745	\$693	\$	3,051
VC Admin Assessment	0.6%	\$	15,297	\$2,832	\$	12,465
Installment Collection Fee	2.3%	\$	57,962	\$10,732	\$	47,230
Admin Fund - VC16028	0.2%	\$	5,166	\$957	\$	4,210
Misc. Revenue	0.0%	\$	96	\$18	\$	79
COLLECTIONS TOTAL	100.0%	\$	2,506,686	\$ 464,140	\$	2,042,546

Cost Recovery Report from Judicial Council Guidelines and Standards

Attachment B

Cost Recovery Report

NAME - COURTCOUNTY COST RECOVERY FOR THE PERIOD ENDING 11/30/00		Cost of Collections
Description		
SALARIES & BENEFITS:		
Salaries and Wages - Regular	\$ -	\$ -
Temporary Help	\$ -	\$ -
Overtime	\$ -	\$ -
Total Salaries and Wages	\$ -	\$ -
Social Security Insurance & Medicare	\$ -	\$ -
Health Insurance	\$ -	\$ -
Retirement (non-judicial)	\$ -	\$ -
Worker's Compensation	\$ -	\$ -
Unemployment Insurance	\$ -	\$ -
Other Benefits	\$ -	\$ -
Total Fringe Benefits	\$ -	\$ -
TOTAL SALARIES & BENEFITS		
OPERATING EXPENSE & EQUIPMENT		
Moving and Relocation	\$ -	\$ -
Dues & Membership Fees	\$ -	\$ -
Printing - Other	\$ -	\$ -
Miscellaneous Office Supplies	\$ -	\$ -
Printed Library Materials	\$ -	\$ -
Computer Software Licenses	\$ -	\$ -
Minor Equipment - Non-EDP (Under \$5,000 per item)	\$ -	\$ -
Minor Equipment - EDP (Under \$5,000 per item)	\$ -	\$ -
Office Equipment Rental, Maintenance & Repairs	\$ -	\$ -
Office Furniture	\$ -	\$ -
Office Copier Expenses	\$ -	\$ -
Printed Forms & Stationery	\$ -	\$ -
Telephone Monthly Bills	\$ -	\$ -
ISP & Internet Line Charges	\$ -	\$ -
Postage	\$ -	\$ -
In-State Travel	\$ -	\$ -
Out-of-State Travel	\$ -	\$ -
Training	\$ -	\$ -
Rent	\$ -	\$ -
Janitorial Services	\$ -	\$ -
General Consultant & Professional Service	\$ -	\$ -
Agency Temporary Help	\$ -	\$ -
Contractual Services	\$ -	\$ -
EDP Commercial Contract	\$ -	\$ -
EDP Interagency Agreement	\$ -	\$ -
EDP Repairs & Supplies	\$ -	\$ -
EDP Software Licenses	\$ -	\$ -
EDP Equipment Rentals	\$ -	\$ -
Other EDP Expenditures	\$ -	\$ -
Judgments, Settlements & Claims	\$ -	\$ -
Electronic Case Processing (EDP)	\$ -	\$ -
TOTAL OPERATING EXPENSE & EQUIPMENT		
Administrative Services	\$ -	\$ -
110% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and Clerk Circular A- 37	\$ -	\$ -
Total Costs subject to recovery prior to any revenue distribution	\$ -	\$ -

Cost Recovery Report

NAME - COURT/COUNTY COST RECOVERY FOR THE PERIOD ENDING MM/DD/YYYY	
Description	Cost of Collections
SALARIES & BENEFITS:	
Salaries and Wages - Regular	\$ -
Temporary Help	\$ -
Overtime	\$ -
Total Salaries and Wages	\$ -
Social Security Insurance & Medicare	\$ -
Group Insurance	\$ -
Retirement (non-judicial)	\$ -
Worker's Compensation	\$ -
Unemployment Insurance	\$ -
Other Benefits	\$ -
Total Fringe Benefits	\$ -
TOTAL SALARIES & BENEFITS	\$ -
OPERATING EXPENSE & EQUIPMENT	
Moving and Relocation	\$ -
Dues & Memberships-Legal Staff	\$ -
Dues & Memberships-Other	\$ -
Miscellaneous Office Supplies	\$ -
Printed Library Materials	\$ -
Electronic Reference Resources	\$ -
Minor Equipment - Non-EDP** (under \$5,000 per item)	\$ -
Minor Equipment - EDP (under \$5,000 per item)	\$ -
Office Equipment Rental, Maintenance & Repairs	\$ -
General Expense Not Reported Elsewhere	\$ -
Office Copier Expense	\$ -
Printed Forms & Stationery	\$ -
Telecommunications	\$ -
ISP & Leased Line Charges	\$ -
Postage	\$ -
In-State Travel	\$ -
Out-of-State Travel	\$ -
Training	\$ -
Rent	\$ -
Janitorial Services	\$ -
Utilities	\$ -
General Consultant & Professional Services	\$ -
Agency Temporary Help	\$ -
EDP Maintenance	\$ -
EDP Commercial Contract	\$ -
EDP Interagency Agreement	\$ -
EDP Repairs & Supplies	\$ -
EDP Software & Licensing	\$ -
EDP Equipment Rental/Lease	\$ -
Other EDP Expenditures	\$ -
Judgments, Settlements & Claims	\$ -
**Electronic Data Processing (EDP)	\$ -
TOTAL OPERATING EXPENSE & EQUIPMENT	\$ -
Administrative Services	\$ -
*(10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A- 87)	\$ -
Total Costs subject to recovery prior to any revenue distribution	\$ -

What are the estimated costs for Mono County Comprehensive Collections Program

Year One Annual Cost to Delinquent Revenue	
Total Known Costs to Court to be Reimbursement by Delinquent Revenue	
Total Salary @ 75% FTE (No Benefits)	\$ 24,300
Operating Expense & Equipment	\$ 11,170
Postage & Mailing Supplies	\$ 3,420
Subtotal	\$ 38,890
One Time Capital Expenditure to Establish Program. (Court Limited to \$5,000)	
Revenue Results Software	\$ 9,500
Revenue Results Software- Costs to be paid by Court	\$ (9,500)
ISD Software-Capital Expenditure Recovery ISD	\$ 5,000
Subtotal	\$ 5,000
Indirect Administrative Services Rate Applied to all Known Costs- Court Recovered from Delinquent Revenue	
Administrative Services @10%	\$ 4,389
Subtotal	\$ 4,389
Total Known Court Costs	\$ 48,279
Collection Agency-Total Cost Dependent on # of Delinquent Accounts Referred and Collected	
Outside Collection Agency- Variable Fee 13.68% to 16.56% of Delinquent Revenue Collected	\$ -
Franchise Tax Board-Fee 15% of Delinquent Revenue Collected	\$ -
Subtotal	TBD
Total Unknown Variable Costs	TBD

Year Two Annual Cost to Delinquent Revenue	
Total Known Costs to Court to be Reimbursement by Delinquent Revenue	
Total Salary @ 50% FTE (No Benefits)	\$ 17,424
Operating Expense & Equipment	\$ 11,170
Postage & Mailing Supplies	\$ 3,420
Subtotal	\$ 32,014
Indirect Administrative Services Rate Applied to all Known Costs- Court Recovered from Delinquent Revenue	
Administrative Services @10%	\$ 3,201
Subtotal	\$ 3,201
Total Known Court Costs	\$ 35,215
Collection Agency-Total Cost Dependent on # of Delinquent Accounts Referred and Collected	
Outside Collection Agency- Variable Fee 13.68% to 16.56% of Delinquent Revenue Collected	\$ -
Franchise Tax Board-Fee 15% of Delinquent Revenue Collected	\$ -
Subtotal	TBD
Total Unknown Variable Costs	TBD

Collections Clerk Job Description



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO**

Job Title:	Deputy Clerk I - Court Collections Clerk				
Reports To:	Court Fiscal Officer				
Status:	Temporary Part-time - Limited to 75 FY for first 3 months 13-14 & to .50 FY for remainder FY 13-14 and all 14-15.				
FTE Salary Range: .75 FTE or .50 FTE to be applied	52A	52B	52C	52D	52E
	2634	2766	2904	3049	3201
Prepared Date:	06/05/2013				
Approved By:	Hector Gonzalez, Jr., C.E.O.				
Approved Date:					

Job Description

Summary: Performs a full range of collections, clerical and administrative tasks in support of the County-Court Comprehensive Collections Program by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned:

- Examines archive court case files and current case files to locate a failure to appear and failure to pay cases with delinquent fines and fees appropriate for Comprehensive Collections Program.
- Using court case management system and collections program software, will perform direct collections activity such as, sending delinquent defendants Notice of Amount Past Due, responding to phone calls/customer counter inquiries from delinquent defendants, accepting payment of delinquent case accounts and referring delinquent defendants to outside collections agency and or franchise tax Board.
- Maintains Comprehensive Collections Program records and files, including but not limited to, case files of delinquent accounts, reports of cases sent to Comprehensive Collections Program and tracking delinquent revenues generated by Comprehensive Collections Program.
- Is the Court's point of contact for Comprehensive Collections Program coordination with Administrative Office of the Courts, with outside collections agency retained by the Court and with the state Franchise Tax Board.
- Prepares statistical and other reports related to Comprehensive Collections Program such as "Distributor" template and "Cost Recovery" report.

- Collects delinquent fines and fees; records amounts collected per court fiscal policy and procedure.
- Travels to and works in other court branch as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); experience in collections and or court clerking is preferable but not required.

Language Skills: Ability to prepare, read and interpret legal documents such as complaints, answers, motions, and court orders. Ability to record minutes of actions and proceedings and to prepare collections related correspondence. Ability to effectively present information and respond to questions from court customers. Administrative Office of the Courts, Franchise Tax Board and outside collection agency.

Mathematical Skills: Ability to calculate general arithmetic amounts such as fines, fees, assessments, interest, commissions, proportions and percentages. Ability to calculate job-specific amounts such as ball, fines and fees.

Reasoning Ability: Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to type and/or use calculator; ability to operate personal computers and other office equipment; familiarity with legal documents and terms.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is also regularly required to hear and read. The employee frequently is required to talk and to use hands to finger, feel or operate documents, computer keyboards and other office equipment.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO**

Job Title:	Deputy Clerk I - Court Collections Clerk						
Reports To:	Court Fiscal Officer						
Status:	Temporary Part-time -- Limited to .75 FY for first 3 months 13-14 & to .50 FY for remainder FY 13-14 and all 14-15.						
FTE Salary Range: .75 FTE or .50 FTE to be applied	52A 2634	52B 2766	52C 2904	52D 3049	52E 3201	52F 3361	52G 3529
Prepared Date:	06/05/2013						
Approved By:	Hector Gonzalez, Jr., C.E.O.						
Approved Date:							

Job Description

Summary: Performs a full range of collections, clerical and administrative tasks in support of the County-Court Comprehensive Collections Program by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned:

- Examines archive court case files and current case files to locate a failure to appear and failure to pay cases with delinquent fines and fees appropriate for Comprehensive Collections Program.
- Using court case management system and collections program software, will perform direct collections activity such as, sending delinquent defendants Notice of Amount Past Due, responding to phone calls/customer counter inquiries from delinquent defendants, accepting payment of delinquent case accounts and referring delinquent defendants to outside collections agency and or franchise tax Board.
- Maintains Comprehensive Collections Program records and files, including but not limited to, case files of delinquent accounts, reports of cases sent to Comprehensive Collections Program and tracking delinquent revenues generated by Comprehensive Collections Program.
- Is the Court's point of contact for Comprehensive Collections Program coordination with Administrative Office of the Courts, with outside collections agency retained by the Court and with the state Franchise Tax Board.
- Prepares statistical and other reports related to Comprehensive Collections Program such as "Distribution" template and "Cost Recovery" report.

- Collects delinquent fines and fees; records amounts collected per court fiscal policy and procedure.
- Travels to and works in other court branch as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); experience in collections and or court clerking is preferable but not required.

Language Skills: Ability to prepare, read and interpret legal documents such as complaints, answers, motions, and court orders. Ability to record minutes of actions and proceedings and to prepare collections related correspondence. Ability to effectively present information and respond to questions from court customers, Administrative Office of the Courts, Franchise Tax Board and outside collection agency.

Mathematical Skills: Ability to calculate general arithmetic amounts such as fines, fees, assessments, interest, commissions, proportions and percentages. Ability to calculate job-specific amounts such as bail, fines and fees.

Reasoning Ability: Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Ability to type and/or use calculator; ability to operate personal computers and other office equipment; familiarity with legal documents and terms.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is also regularly required to hear and read. The employee frequently is required to talk and to use hands to finger, feel or operate documents, computer keyboards and other office equipment.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Cost Summary

- What is the difference between known costs v. Variable Costs such as the commission rates for “outside Collections Agency” (OCA) and Franchise Tax Board (FTB)

Outside Collection Agency Commission Comparison

Master Agreement No. MA-200903

with AllianceOne Receivables Management, Inc.

Newly Delinquent	Up to 1 year old	1 to 2 years old	2 to 3 years old	3 to 4 years old	4 to 5 years old	Over 5 years old
13.68%	15.12%	15.12%	15.12%	15.12%	15.12%	16.56%
Electronic Transfer						
13.68%	15.12%	15.12%	15.12%	15.12%	15.12%	16.56%
Manual Transfer						

Master Agreement No. MA-200904

with California Service Bureau

Newly Delinquent	Up to 1 year old	1 to 2 years old	2 to 3 years old	3 to 4 years old	4 to 5 years old	Over 5 years old
12%	13%	15%	15%	15%	16%	18%
Electronic Transfer						
14%	15%	17%	17%	17%	18%	20%
Manual Transfer						

Master Agreement No. MA-200906

with Gila Corporation, dba Municipal Services Bureau (MSB)

Newly Delinquent	Up to 1 year old	1 to 2 years old	2 to 3 years old	3 to 4 years old	4 to 5 years old	Over 5 years old
14.8%	15.8%	17.8%	17.8%	21.8%	21.8%	21.8%
Electronic Transfer						
14.8%	15.8%	17.8%	17.8%	21.8%	21.8%	21.8%
Manual Transfer						

	Alliance One	California Service Bureau	Municipal Service Bureau
Interface with collections software	X	X	X
Interface with case management software	X		
Experience working with old debt	X		X
Experience with Court/County our size	X	X	X
Grace Period during case transfer	X	X	X
International collections	X	X	
Cost if FTB Transfer	6.84%	12%	7.4%

Signed Agreement between the FTB and Court

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER C1200163
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME Franchise Tax Board
CONTRACTOR'S NAME Mono County Superior Court

2. The term of this Agreement is: May 1, 2013 or date of approval, whichever is later, through April 30, 2016

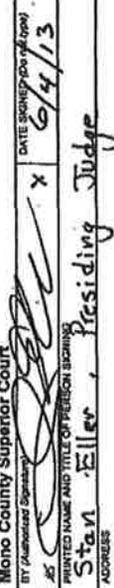
3. The maximum amount FTB will charge an Administration Fee in accordance with the governing of this Agreement is: R & TC (19280-19283) as amended by subsequent legislation

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

- Exhibit A - Scope of Work 6 pages
- Exhibit B - Budget Detail and Payment Provisions 2 pages
- Exhibit C - Terms and Conditions: (www.ois.dos.ca.gov/Standard+Language/default.htm) GTC610
- Exhibit D - Special Terms and Conditions 1 page

Items shown with an Asterisk (*) are hereby incorporated by reference and made part of this Agreement as if attached hereto. These documents can be viewed at www.ois.dos.ca.gov/Standard+Language/default.htm

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Mono County Superior Court	DATE SIGNED (see note) x 6/4/13	<input checked="" type="checkbox"/> Exempt per: SCM 1-4.04.A.2
BY (Authorized Signatory) *  Stan Miller, Presiding Judge		
PRINTED NAME AND TITLE OF PERSON SIGNING ADDRESS 100 Thompson Way, Mammoth Lakes, CA 93546 STATE OF CALIFORNIA		
AGENCY NAME Franchise Tax Board		
BY (Authorized Signatory) *  Lisa Garrison, Chief Financial Officer	DATE SIGNED (see note)	
PRINTED NAME AND TITLE OF PERSON SIGNING ADDRESS P.O. Box 20886, Rancho Cordova, CA 95741-2086		

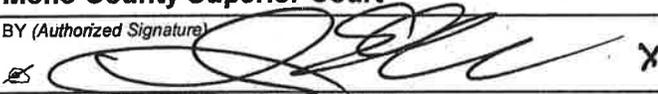
AGREEMENT NUMBER C1200163
REGISTRATION NUMBER

- This Agreement is entered into between the State Agency and the Contractor named below:
 STATE AGENCY'S NAME
Franchise Tax Board
 CONTRACTOR'S NAME
Mono County Superior Court
- The term of this Agreement is: **May 1, 2013 or date of approval, whichever is later, through April 30, 2016**
- The maximum amount of this Agreement is: **FTB will charge an Administration Fee in accordance with the governing R & TC (19280-19283) as amended by subsequent legislation**
- The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	6 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit C* – Terms and Conditions: (www.ols.dgs.ca.gov/Standard+Language/default.htm)	GTC610
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IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Mono County Superior Court		
BY (Authorized Signature) 	DATE SIGNED (Do not type) 6/4/13	
PRINTED NAME AND TITLE OF PERSON SIGNING Stan Eller, Presiding Judge		
ADDRESS 100 Thompson Way, Mammoth Lakes, CA 93546		
STATE OF CALIFORNIA		
AGENCY NAME Franchise Tax Board		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Lisa Garrison, Chief Financial Officer		
ADDRESS O. Box 2086, Rancho Cordova, CA 95741-2086		

Exempt per: **SCM 1-4.04.A.2.**

EXHIBIT A

SCOPE OF WORK (continued)

Definitions:

1. "Delinquent Amount" is the amount of court-ordered fine, fee, state or local penalty, forfeiture restitution fine, failure to appear fine, restitution order, or combination thereof, which has not been paid 90 days after payment of the amount first becomes delinquent.
2. "Case" is a delinquent amount owed by a person or debtor, which has been referred by the Court/Client to FTB-COD for collection.
3. "Pro Rata Distribution": If the amount collected is not sufficient to satisfy the amounts referred for collection, then the amount collected shall be distributed on a pro rata basis as provided in R&TC Section 19282, subdivisions (a) and (d). This is based on a percentage equal to the current balance of each case divided by the total balance of the account.
4. "Account" is the primary location of a debtor's case or cases from one or more Court/Client. Unique identification numbers are assigned by FTB-COD to each debtor that is assigned to our collection program.
5. "Administrative Fee": The cost for FTB-COD to administer the program pursuant to R&TC Section 19282.

EXHIBIT A

SCOPE OF WORK (continued)

Court/Client Responsibilities:

7. **Payment Notification:** The Court/Client will provide to the FTB-COD a weekly report of any payments received on referred accounts regardless of the payment source and location received/collected.
8. **Distribution of Money Collected:** The Court/Client is responsible for distributing amounts received under this Agreement pursuant to applicable law.
9. **Refunds and Administration Fees:** Cases referred to FTB-COD with inaccurate case data resulting in payments collected erroneously will be refunded to the affected parties by the Court/Client. The Court/Client agrees to refund the full amount of erroneously collected funds to include the administration fees if assessed by FTB-COD.
10. **Information to be made available:** The Court/Client will make available to the FTB-COD, for use in its collection efforts, legally applicable and contractually available information and the sources including enforcement remedies and capabilities available to the court.

EXHIBIT A

SCOPE OF WORK (continued)**FTB-COD Responsibilities**

4. **Return of Cases:** FTB-COD may return any case that has been pursued for collection to the most practicable extent. Cases will be returned to the Court/Client when the following conditions apply:
 - After 12 months when the case does not have a social security number (SSN), known assets or payments collected.
 - After 24 months when the case has a social security number but we have no activity.
 - Debtor files Bankruptcy.
 - Higher priority debt has been confirmed.
 - Confirmation of a deceased debtor.
 - A zero balance due.
5. **FTB-COD Installment Agreement:** FTB-COD may, upon proof of debtor's financial condition, in its sole discretion, enter into an installment Agreement with the debtor. The terms of the Agreement may exceed one year.
6. **Potential Incorrect Debtor (PID)/Identity Theft:** When identity theft or potential incorrect debtor information is determined by FTB COD, the FTB-COD will take appropriate action to remedy resulting adverse affects. Such action will include, but not limited to:
 - Notify the referring client if the referring client provided the incorrect name and/or identifying information, such as the social security number. The referring clients will either withdraw the case or provide correct identifying information.
 - Withdraw case or provide correct identifying information.
 - Release all orders on account. (Earning Withholding Order and Order to Withhold).
 - Withdraw all cases and return to the appropriate client(s).
 - Contact appropriate client(s) by phone to inform them of potential identity theft.
 - Identify any misapplied funds and request a refund (if applicable).
7. **Audit By the Court/Client:** FTB-COD agrees that those matters connected with the performance of any work done under this MOU, including, but not limited to, the costs of administering the MOU, may be subject to the examination and audit by the Court/Client or its authorized representative, for a period of three (3) years after final payment is made.
8. **Audit Report:** In the event an audit is conducted of FTB-COD, specifically as to this MOU by any Federal or State auditor, or by any auditor or accountant employed by the FTB-COD or otherwise specified regarding this MOU, then FTB-COD shall file a copy of such audit report with the Court/Client within thirty (30) days of FTB-COD's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Agreement. The Court/Client shall maintain the confidentiality of such audit report(s) to the extent required by law.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

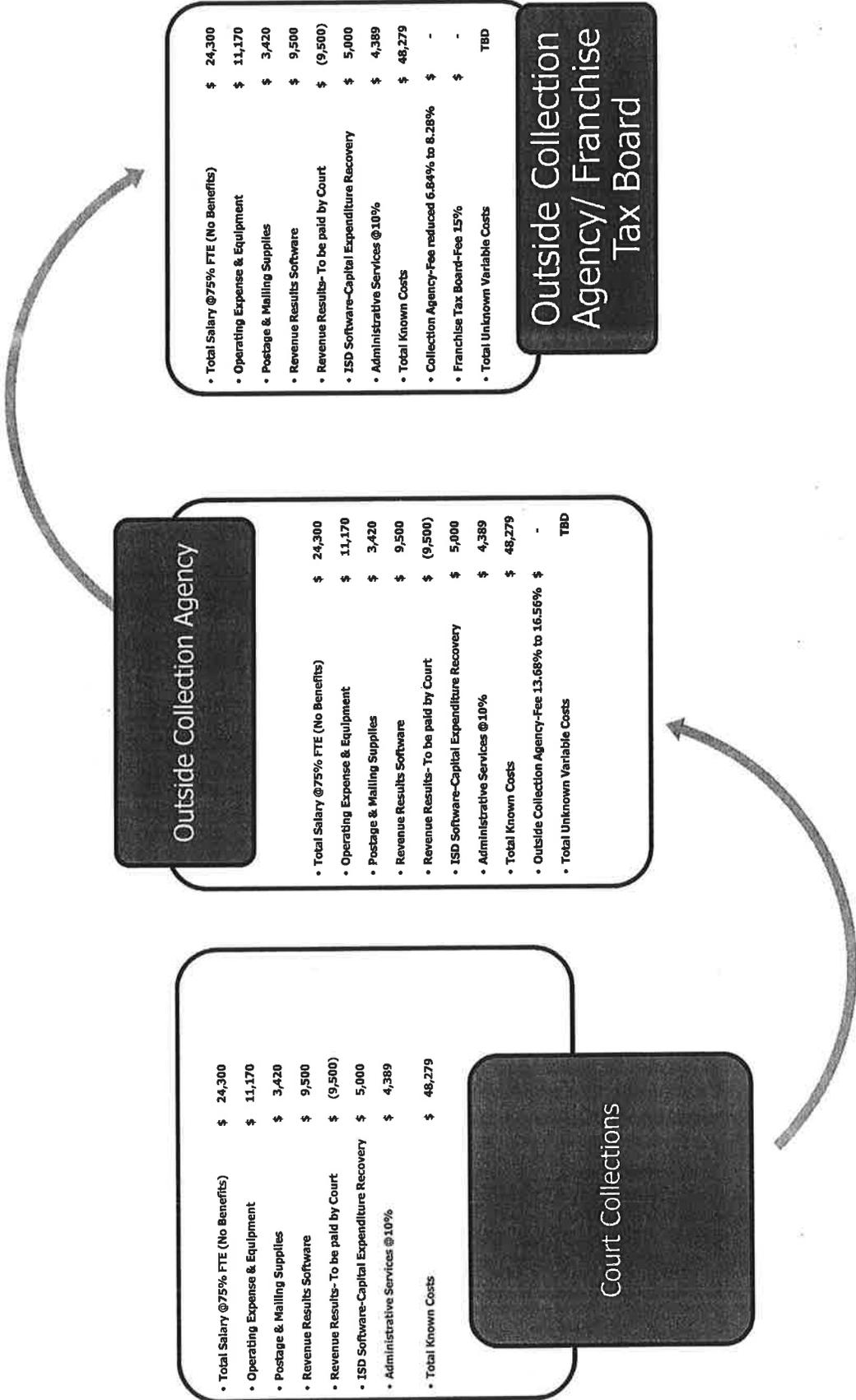
8. **Budget Contingency Clause:** It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Court/Client or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State, or offer an Agreement Amendment to Contractor to reflect the reduced amount.

Court commitment to minimize Comprehensive program collection costs and maximize delinquent revenue

- Mono County Superior Court has an indirect interest and a direct interest to minimize costs.
 - Minimizing the costs maximizes the state's share of fine/fee revenue that is used to fund trial courts.
 - Minimizing the cost maximizes the \$300 civil assessment fee revenue that Mono Superior Court gets to keep directly.

Year One Delinquent Revenue Costs Generated from Collections



Court Collections

• Total Salary @75% FTE (No Benefits)	\$ 24,300
• Operating Expense & Equipment	\$ 11,170
• Postage & Mailing Supplies	\$ 3,420
• Revenue Results Software	\$ 9,500
• Revenue Results- To be paid by Court	\$ (9,500)
• ISD Software-Capital Expenditure Recovery	\$ 5,000
• Administrative Services @10%	\$ 4,389
• Total Known Costs	\$ 48,279

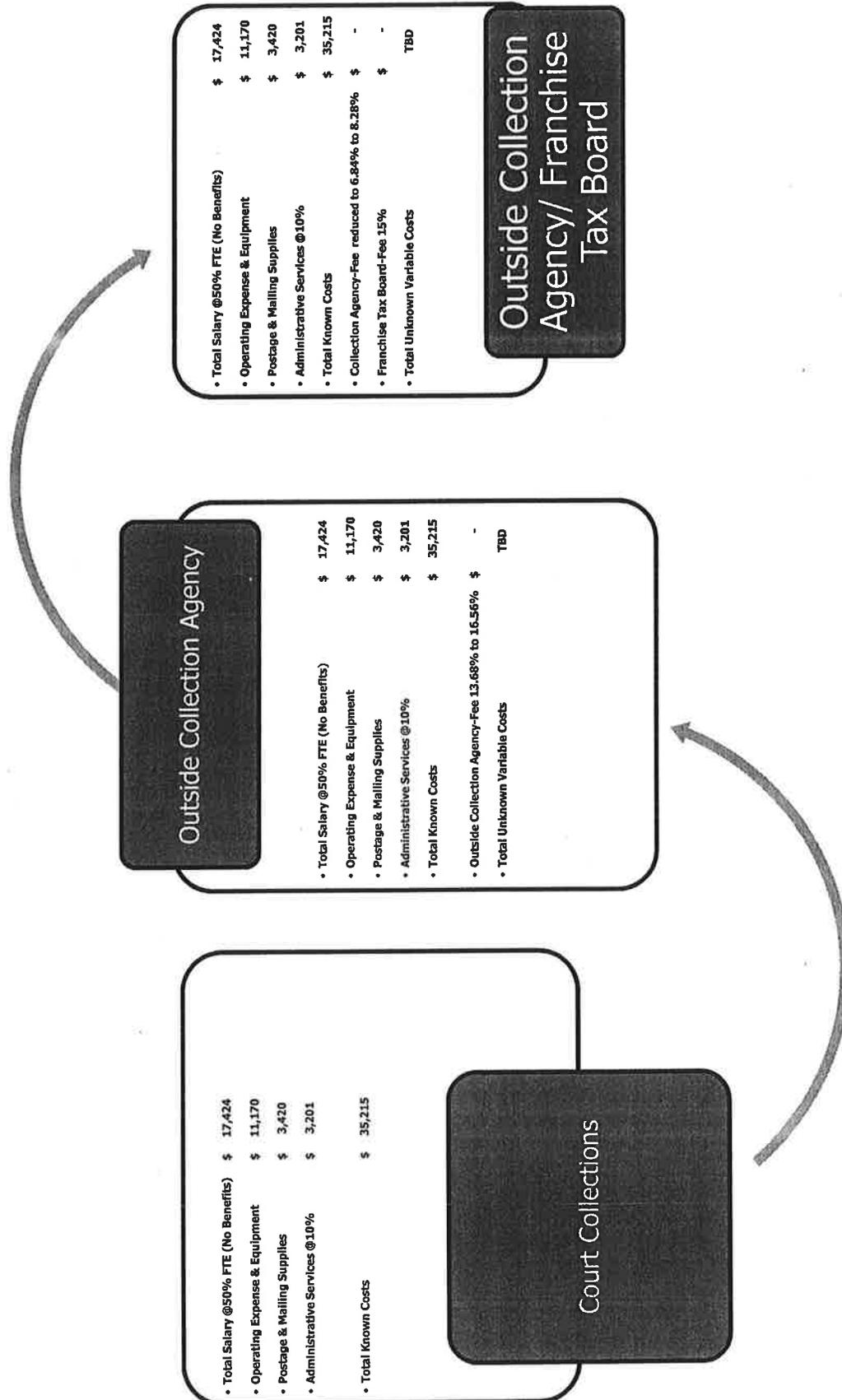
Outside Collection Agency

• Total Salary @75% FTE (No Benefits)	\$ 24,300
• Operating Expense & Equipment	\$ 11,170
• Postage & Mailing Supplies	\$ 3,420
• Revenue Results Software	\$ 9,500
• Revenue Results- To be paid by Court	\$ (9,500)
• ISD Software-Capital Expenditure Recovery	\$ 5,000
• Administrative Services @10%	\$ 4,389
• Total Known Costs	\$ 48,279
• Outside Collection Agency-Fee 13.68% to 16.56%	\$ -
• Total Unknown Variable Costs	TBD

Outside Collection Agency/ Franchise Tax Board

• Total Salary @75% FTE (No Benefits)	\$ 24,300
• Operating Expense & Equipment	\$ 11,170
• Postage & Mailing Supplies	\$ 3,420
• Revenue Results Software	\$ 9,500
• Revenue Results- To be paid by Court	\$ (9,500)
• ISD Software-Capital Expenditure Recovery	\$ 5,000
• Administrative Services @10%	\$ 4,389
• Total Known Costs	\$ 48,279
• Collection Agency-Fee reduced 6.84% to 8.28%	\$ -
• Franchise Tax Board-Fee 15%	\$ -
• Total Unknown Variable Costs	TBD

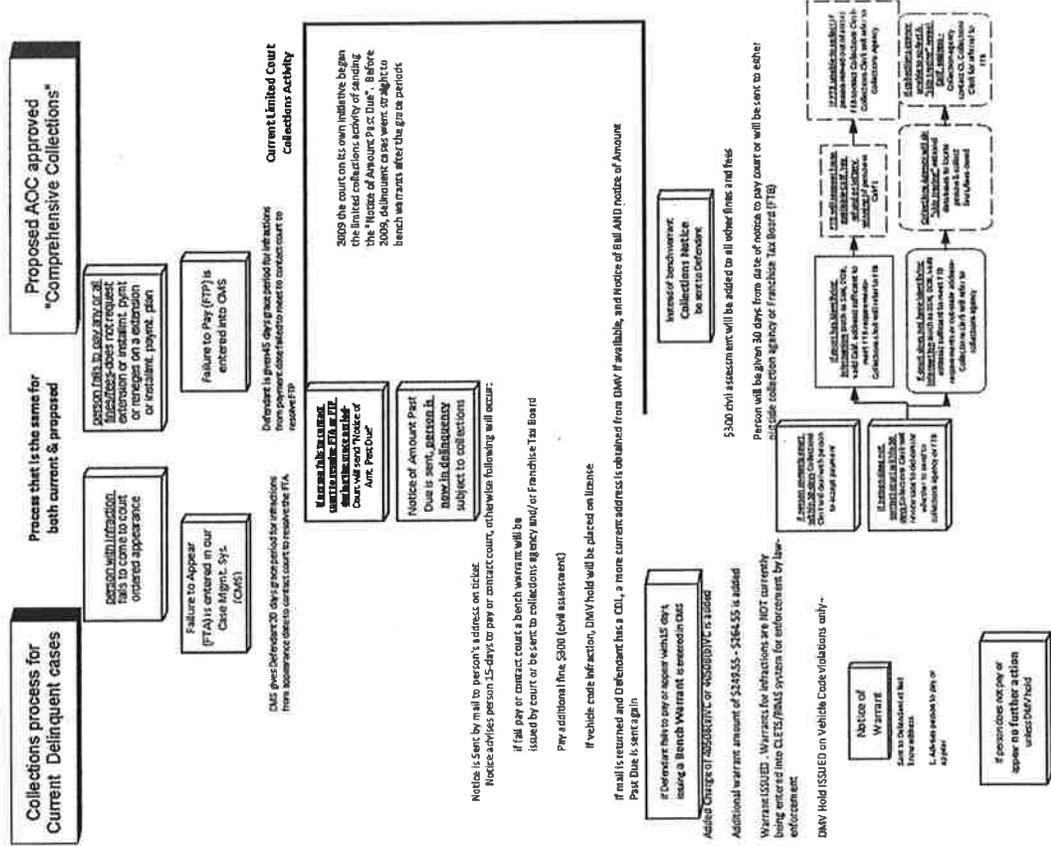
Year Two Delinquent Revenue Costs Generated from Collections



**How will a Mono County
court case go to Comprehensive
Collections Program?**

Comparison between Current Collections vs. Proposed Comprehensive Collections

Comparison between Current Collections vs. Proposed Comprehensive Collections



Comparison between Current Collections vs. Proposed Comprehensive Collections

Collections process for Current Delinquent cases

Process that is the same for both current & proposed

Proposed AOC approved "Comprehensive Collections"

person with infraction fails to come to court ordered appearance

person fails to pay any or all fines/fees - does not request extension or installmt. pymt or reneges on a extension or installmt. paymt. plan

Failure to Appear (FTA) is entered in our Case Mgmt. Sys. (CMS)

Failure to Pay (FTP) is entered into CMS

CMS gives Defendant 20 days grace period for infractions from appearance date to contact court to resolve the FTA

Defendant is given 45 days grace period for infractions from payment date failed to meet to contact court to resolve FTP

Current Limited Court Collections Activity

If person fails to contact court to resolve FTA or FTP during the grace period - Court will send "Notice of Amt. Past Due"

Notice of Amount Past Due is sent, person is now in delinquency subject to collections

2009 the court on its own initiative began the limited collections activity of sending the "Notice of Amount Past Due". Before 2009, delinquent cases went straight to bench warrants after the grace periods

Notice is Sent by mail to person's address on ticket

Notice advises person 15-days to pay or contact court, otherwise following will occur:

if fail pay or contact court a bench warrant will be issued by court or be sent to collections agency and/or Franchise Tax Board

Pay additional fine \$300 (civil assessment)

if vehicle code infraction, DMV hold will be placed on license

If mail is returned and Defendant has a CDL, a more current address is obtained from DMV if available, and Notice of Bail AND notice of Amount Past Due is sent again

If Defendant fails to pay or appear with 15 days, issuing a **Bench Warrant** is entered in CMS

Added Charge of 40508(a)VC or 40508(b)VC is added

Additional warrant amount of \$249.55 - \$264.55 is added

Warrant ISSUED. Warrants for infractions are NOT currently being entered into CLETS/RIMS system for enforcement by law-enforcement

DMV Hold ISSUED on Vehicle Code violations only -

Notice of Warrant

Sent to Defendant at last known address

1. Advises person to pay or appear

If person does not pay or appear **no further action** unless DMV hold

Instead of bench warrant **Collections Notice** be sent to Defendant

\$300 civil assessment will be added to all other fines and fees

Person will be given 30 days from date of notice to pay court or will be sent to either outside collection agency or Franchise Tax Board (FTB)

If person contacts court within 30 days Collections Clerk will deal with person to accept payment

If person does not contact court within 30 days Collections Clerk will review case to determine whether to send to collections agency or FTB

If court has identifying information (such as SSN, DOB, valid Calif. address) sufficient to meet FTB requirements - Collections clerk will refer to FTB

FTB will recover from available Calif. tax refund or lottery winning (if person in Calif.)

If FTB unable to collect (if person moved out of state) FTB contact Collections Clerk - Collections Clerk will refer to Collections Agency

If court does not have identifying information (such as SSN, DOB, valid address) sufficient to meet FTB requirements or out-state address - Collections clerk will refer to collections agency

Collections Agency will do "skip tracing" national databases to locate person & collect fines/fees owed

If collections agency unable to collect & "skip tracing" reveal Calif. address - Collection agency contact Ct. Collections Clerk for referral to FTB

Notice of Amount Past Due



Superior Court of California
County of Mono

STAN ELLER
Presiding Judge
MARK MAGIT
Assistant Presiding Judge

HECTOR GONZALEZ, JR.
Court Executive Officer

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 924-5444

NOTICE OF AMOUNT PAST DUE

06/07/13

Docket Number: **MTRI**

Bail/Fine Past Due: **\$400**

The bail/fine in the matter identified by the Docket Number shown above is past due.

If you fail to pay your bail/fine within 15 days from the date of this notice, a warrant for your arrest will be issued. In addition to your possible arrest, this may result in the following:

1. Additional criminal charges;
2. An additional fine up to \$300.00;
3. A hold on your driver's license, preventing renewal and/or license suspension;
4. Referral to a collection agency; and
5. Possible referral to the Franchise Tax Board Tax Intercept Program.

You must pay your bail/fine, or contact the Court immediately, to avoid the above actions. This will be your only past due notice before an arrest warrant is issued. **YOU MUST DISPOSE OF THIS MATTER AT ONCE BY ONE OF THE FOLLOWING METHODS:**

1. You may appear in person, and pay the Total Bail/Fine shown above in full with cash, postal money order or certified check at the Mono Superior Court, located at 100 Thompsons Way, Mammoth Lakes, California, 93546. **NO PERSONAL CHECKS.** Bring this notice with you.
2. You may pay by mail with a postal money order or certified check made payable to the Mono Superior Court, P.O. Box 1037, Mammoth Lakes, CA, 93546. **NO PERSONAL CHECKS.** Enclose this notice.
3. You may pay online at www.esnyv-il.com (provided by ISD Corp. in conjunction with Mono Superior Court) or on the Superior Court's website at www.judgescourt.org. If you have a correctable violation you will NOT be able to take advantage of this service. Please note: Processing fees apply.



STAN ELLER
Presiding Judge
MARK MAGIT
Assistant Presiding Judge

Superior Court of California County of Mono

HECTOR GONZALEZ, JR.
Court Executive Officer

100 Thompsons Way
Mailing Address: P.O. Box 1037
Mammoth Lakes, CA 93546
(760) 924-5444

NOTICE OF AMOUNT PAST DUE

06/07/13

Docket Number: **MTR1**

Bail/Fine Past Due: **0.00**

The bail/fine in the matter identified by the Docket Number shown above is past due.

If you fail to pay your bail/fine within 15 days from the date of this notice, a warrant for your arrest will be issued. In addition to your possible arrest, this may result in the following:

1. Additional criminal charges;
2. An additional fine up to \$300.00;
3. A hold on your driver's license, preventing renewal and/or license suspension;
4. Referral to a collection agency; and
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2. You may pay by mail with a postal money order or certified check made payable to the **Mono Superior Court**, P.O. Box 1037, Mammoth Lakes, CA, 93546. NO PERSONAL CHECKS. Enclose this notice.
3. You may pay online at www.epay-it.com (provided by ISD Corp. in conjunction with Mono Superior Court) or on the Superior Court's website at www.monocourt.org. If you have a correctable violation you will NOT be able to take advantage of this service. Please note: Processing fees apply.

What are other Counties doing with comprehensive collections programs



**Report to the
Legislature on
Statewide
Collection of Court-
Ordered Debt
FY 2011-2012**

AS REQUIRED BY PENAL CODE
SECTION 1463.010

DECEMBER 2012



JUDICIAL COUNCIL
OF CALIFORNIA
ADMINISTRATIVE OFFICE
OF THE COURTS

Spreadsheets of other Courts & Counties best practices compliance

Number of Collections Best Practices by Collections Program for FY 2011-2012

Alameda	24	Kings	23	Palmer	24	Sierra	25
Alpine	25	Lake	24	Plumas	20	Siskiyou	22
Amador	19	Lassen	21	Riverside	23	Solano	17
Butte	19	Los Angeles	22	Sacramento	23	Sonoma	23
Calaveras	22	Madera	23	San Benito	16	Stanislaus	20
Colusa	24	Marin	22	San Bernardino	17	Sutter	16
Contra Costa	24	Mariposa	23	San Diego	25	Tehama	15
Del Norte	23	Mendocino	24	San Francisco	23	Thiery	21
El Dorado	23	Merced	23	San Joaquin	20	Tulare	25
Fresno	23	Minner	22	San Luis Obispo	22	Tuolumne	25
Glenn	19	Mono	8	San Mateo	25	Ventura	24
Humboldt	25	Monterey	24	Santa Barbara	22	Yolo	24
Imperial	25	Napa	25	Santa Clara	24	Yuba	25
Inyo	25	Nevada	23	Santa Cruz	23		
Kern	20	Orange	25	Shasta	24		

In FY 2011-2012, 49 of the 58 programs met 20 or more of the practices. Collections programs are not required to meet a certain number of the best practices, yet courts and counties continue to implement additional best practices. For example, of the 58 programs that submitted a report, 19 implemented one or more additional best practices during the reporting period.

The Superior Court of Ventura County is providing collections services for the Superior Court of Imperial County. The Superior Court of Shasta County has been providing collections services for the Superior Courts of Colusa, Glenn, Lassen, Sierra, and Yuba Counties for the past few years. In FY 2012-2013, the Enhanced Collections Unit of the Administrative Office of the Courts (AOC) will review the effectiveness of collections services provided by the Superior Courts of Ventura and Shasta Counties to other courts to determine if the practices should be considered for inclusion in the Collections Best Practices.

Performance Measures

In FY 2008-2009, performance measures and benchmarks were developed to review the effectiveness of collections programs statewide (Attachment 5). The two performance measures established and approved by the Judicial Council are the Cross Recovery Rate (CRR) and the Success Rate (SR).

- The Cross Recovery Rate measures a program's ability to resolve delinquent court-ordered debt; a benchmark of 34 percent was established. The CRR analyzes the program's adjustments and discharges against total referrals for the period.

Judicial Council Approved Collections Best Practices

Penal Code section 1463.010 as amended by Assembly Bill 367 (Stats. 2007, ch. 132) requires the Judicial Council to report the extent to which each court or county is following best practices for its collection program.

The collection programs are encouraged to use the following best practices. Additional information regarding best practices, including guidelines and standards, can be obtained on Semmas: <http://semmas.courtinfo.ca.gov/programs/collections/best.htm>, the external collections Web site: <http://www2.courtinfo.ca.gov/collections/>; or by contacting staff of the Enhanced Collections Unit at collections@jud.ca.gov.

1. Develop a plan and put the plan in a written memorandum of understanding (MOU) that implements or enhances a program in which the court and county collaborate to collect court-ordered debt and other monies owed to a court under a court order.
2. Establish and maintain a cooperative superior court and county collection committee responsible for compliance, reporting, and internal enhancements of the joint collection program.
3. Meet the components of a comprehensive collection program as required under Penal Code section 1463.007 in order that the costs of operating the program can be recovered.
4. Complete all data components in the Collections Reporting Template.
5. Reconcile amounts placed in collection to the supporting case management and/or accounting systems.
6. Retain the joint court/county collection reports and supporting documents for at least three years.
7. Take appropriate steps to collect court-ordered debt locally before referring it to the Franchise Tax Board for collection.
8. Participate in the Franchise Tax Board Court-Ordered Debt (COD) collection program.
9. Participate in the Franchise Tax Board Interagency Intercept Collections (IIC) program.
10. Establish a process for handling the discharge of accountability for uncollectible court-ordered debt.
11. Participate in any program that authorizes the Department of Motor Vehicles to suspend or refuse to renew driver's licenses for individuals with unpaid fees, fines, or penalties.
12. Conduct trials by written declaration under Vehicle Code section 40903 and, as appropriate in the context of such trials, impose a civil assessment.

Number of Collections Best Practices by Collections Program for FY 2011–2012							
Alameda	24	Kings	23	Placer	24	Sierra	25
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Colusa	24	Marin	22	San Bernardino	17	Sutter	16
Contra Costa	24	Mariposa	23	San Diego	25	Tehama	15
Del Norte	22	Mendocino	24	San Francisco	23	Trinity	21
El Dorado	23	Merced	23	San Joaquin	20	Tulare	25
Fresno	23	Modoc	22	San Luis Obispo	22	Tuolumne	25
Glenn	19	Mono	8	San Mateo	25	Ventura	24
Humboldt	24	Monterey	24	Santa Barbara	22	Yolo	24
Imperial	25	Napa	25	Santa Clara	24	Yuba	25
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Performance Measures

In FY 2008–2009, performance measures and benchmarks were developed to review the effectiveness of collections programs statewide (Attachment 5). The two performance measures established and approved by the Judicial Council are the Gross Recovery Rate (GRR) and the Success Rate (SR).

- The Gross Recovery Rate measures a program’s ability to resolve delinquent court-ordered debt; a benchmark of 34 percent was established. The GRR analyzes the program’s adjustments and discharges against total referrals for the period.

Judicial Council Approved Collections Best Practices

Penal Code section 1463.010 as amended by Assembly Bill 367 (Stats. 2007, ch.132) requires the Judicial Council to report the extent to which each court or county is following best practices for its collection program.

The collection programs are encouraged to use the following best practices. Additional information regarding best practices, including guidelines and standards, can be obtained on Serranus: <http://serranus.courtinfo.ca.gov/programs/collections/best.htm>; the external collections Web site: <http://www2.courtinfo.ca.gov/collections>; or by contacting staff of the Enhanced Collections Unit at collections@jud.ca.gov.

1. Develop a plan and put the plan in a written memorandum of understanding (MOU) that implements or enhances a program in which the court and county collaborate to collect court-ordered debt and other monies owed to a court under a court order.
2. Establish and maintain a cooperative superior court and county collection committee responsible for compliance, reporting, and internal enhancements of the joint collection program.
3. Meet the components of a comprehensive collection program as required under Penal Code section 1463.007 in order that the costs of operating the program can be recovered.
4. Complete all data components in the Collections Reporting Template.
5. Reconcile amounts placed in collection to the supporting case management and/or accounting systems.
6. Retain the joint court/county collection reports and supporting documents for at least three years.
7. Take appropriate steps to collect court-ordered debt locally before referring it to the Franchise Tax Board for collection.
8. Participate in the Franchise Tax Board Court-Ordered Debt (COD) collection program.
9. Participate in the Franchise Tax Board Interagency Intercept Collections (IIC) program.
10. Establish a process for handling the discharge of accountability for uncollectible court-ordered debt.
11. Participate in any program that authorizes the Department of Motor Vehicles to suspend or refuse to renew driver's licenses for individuals with unpaid fees, fines, or penalties.
12. Conduct trials by written declaration under Vehicle Code section 40903 and, as appropriate in the context of such trials, impose a civil assessment.

13. Implement a civil assessment program and follow the Criteria for a Successful Civil Assessment Program. (See Enhanced Collections websites listed above.)
14. Evaluate the effectiveness and efficiency of external collection agencies or companies to which court-ordered debt is referred for collection.
15. Accept payments via credit and debit card.
16. Accept payments via the Internet.
17. Include in a collection program all court-ordered debt and monies owed to the court under a court order.
18. Include financial screening to assess each individual's ability to pay prior to processing installment payment plans and account receivables.
19. Charge fees as authorized by Penal Code section 1202.4(1).
20. Charge fees as authorized by Penal Code section 1205(d).
21. Use restitution rebate, as authorized by Government Code section 13963(f), to further efforts for the collection of funds owed to the Restitution Fund.
22. Participate in the statewide master agreement for collection services or renegotiate existing contracts, where feasible, to ensure appropriate levels of services are provided at an economical cost.
23. Require private vendors to remit the gross amount collected as agreed and submit invoices for commission fees to the court or county on a monthly basis.
24. Use collection terminology (as established in the glossary, instructions, or other documents approved for use by courts and counties) for the development or enhancement of a collection program.
25. Require private vendors to complete the components of the Collections Reporting Template that corresponds to their collection programs.

Fiscal Year 2011-2012 Comparison of selected two judge county courts collections programs

	Trinity	Modoc	Inyo	Mono
Total Delinquent Cases	4,979	2,046	7,846	2,140
Total Delinquent Revenue Collected	\$ 382,799	\$ 149,661	\$ 602,731	\$ 217,561
Collection Costs	\$ 192,609	\$ 72,220	\$ 107,152	\$ 24,028
Ending Balance	\$ 4,095,269	\$ 2,234,341	\$ 6,932,675	\$ 814,396
Gross Recovery Rate	128%	44%	98%	53%
Success Rate	128%	34%	98%	50%

Trinity Collections Program Summary of Fiscal Year 2011-2012

County of Trinity and Superior Court of Trinity Collections Program Summary of Fiscal Year 2011-2012 Collections Reporting Template

County Population: 13,722 Gross Recovery Rate: 128%
Judges / Commissioners: 2/03 Success Rate: 128%

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Trinity and the County of Trinity. The court and county have a written memorandum of understanding (MOU) for their collections program. The collections program includes the following activities as reported in the fiscal year 2011-2012 *Collections Reporting Template*:

- Contracts with the Franchise Tax Board's Court-Ordered Debt (FTB-COD) and Interagency Intercept Collections (FTB-IC) programs;
- A contract with a private debt collector;
- A comprehensive collection program that includes 11 of the 17 collection activity categories;
- Interest and credit and debit card payment options; and
- Compliance with 20 of the 25 recommended collections best practices; numbers 10, 16, 22, 23, and 25 are currently not being met (see Attachment 3).

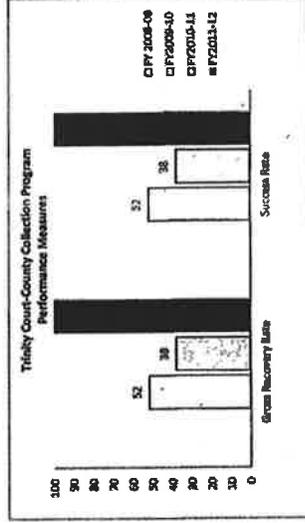
Performance

Based on the financial data reported for FY 2011-2012, the program collected a total of \$382,799 from 4,979 delinquent cases, with collection costs of \$192,609. These totals include 3 resolved cases, \$907 in revenue, and \$275 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$4,095,269 in delinquent court-ordered debt represents 4,270 delinquent cases, of which 374 were established in the reporting period.

For FY 2011-2012, the program has a 128 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 90 percentage points more than the prior year. The program's Success Rate of 128 percent exceeds the recommended 31 percent benchmark, and is 90 percentage points more than the prior year.

According to the Trinity collection program, the significant increase in the Gross Recovery Rate and Success Rate is attributable to identifying delinquent cases as quickly as possible so that collection efforts can begin sooner. There is a direct correlation between how much time elapses before collection efforts begin and the rate of successful collections.

County of Trinity and Superior Court of Trinity Collections Program Summary of Fiscal Year 2011-2012 Collections Reporting Template



This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, FY 2011-2012, under Penal Code section 1463.010.

Data Source: Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

County of Trinity and Superior Court of Trinity Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

County Population: 13,722
Judges / Commissioners: 2/0.3

Gross Recovery Rate: 128%
Success Rate: 128%

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Trinity and the County of Trinity. The court and county have a written memorandum of understanding (MOU) for their collections program. The collections program includes the following activities as reported in the fiscal year 2011–2012 *Collections Reporting Template*:

- Contracts with the Franchise Tax Board’s Court-Ordered Debt (FTB-COD) and Interagency Intercept Collections (FTB-IIC) programs;
- A contract with a private debt collector;
- A comprehensive collection program that includes 11 of the 17 collection activity components;
- Internet and credit and debit card payment options; and
- Compliance with 20 of the 25 recommended collections best practices; numbers 10, 16, 22, 23, and 25 are currently not being met (see Attachment 3).

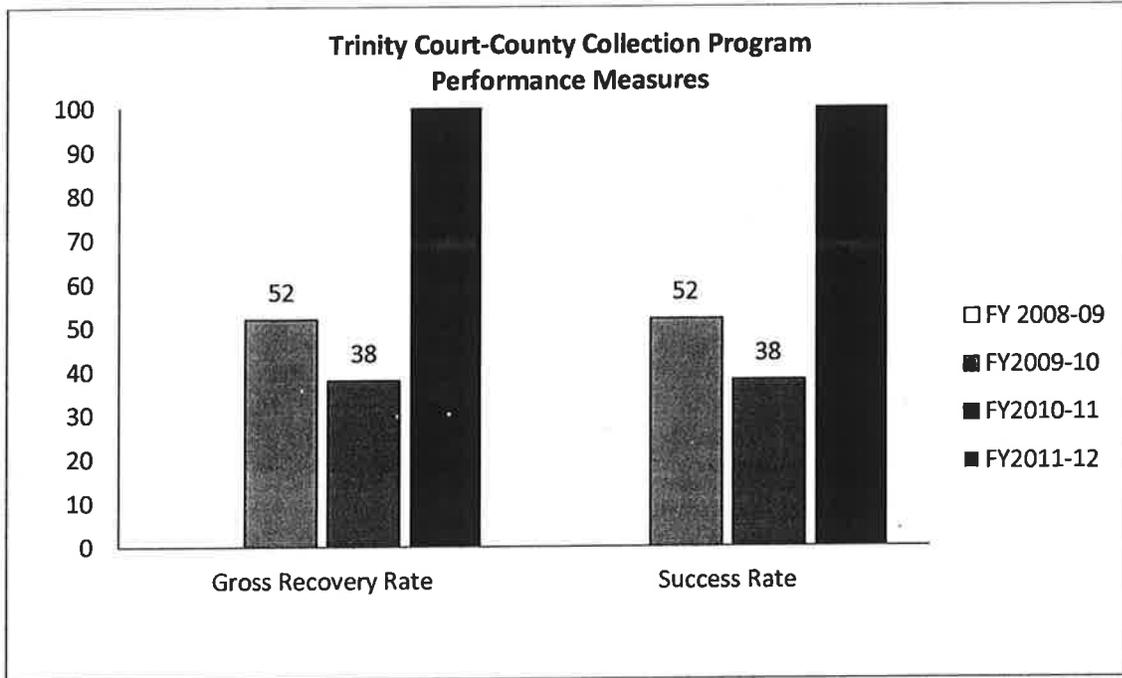
Performance

Based on the financial data reported for FY 2011–2012, the program collected a total of \$382,799 from 4,979 delinquent cases, with collection costs of \$192,609. These totals include 3 resolved cases, \$907 in revenue, and \$275 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$4,095,269 in delinquent court-ordered debt represents 4,270 delinquent cases, of which 374 were established in the reporting period.

For FY 2011–2012, the program has a 128 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 90 percentage points more than the prior year. The program’s Success Rate of 128 percent exceeds the recommended 31 percent benchmark, and is 90 percentage points more than the prior year.

According to the Trinity collection program, the significant increase in the Gross Recovery Rate and Success Rate is attributable to identifying delinquent cases as quickly as possible so that collection efforts can begin sooner. There is a direct correlation between how much time elapses before collection efforts begin and the rate of successful collections.

County of Trinity and Superior Court of Trinity Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template



This report contains information jointly reported by the court and county in the Judicial Council’s *Collections Reporting Template*, FY 2011–2012, under Penal Code section 1463.010.

Data Source:

Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

Modoc Collections Program Summary of Fiscal Year 2011-2012

County of Modoc and Superior Court of Modoc Collections Program Summary of Fiscal Year 2011-2012 Collections Reporting Template

County Population: 9,566
Judges / Commissioners: 2/0.3
Gross Recovery Rate: 44%
Success Rate: 34%

Program Overview

The Superior Court of Modoc and the County of Modoc do not have a written memorandum of understanding (MOU) for their collections program; however the collection of delinquent court-ordered debt is a cooperative effort between the court and county. The collections program includes the following activities as reported in the fiscal year 2011-2012 *Collections Reporting Template*:

- Contracts with the Franchise Tax Board's Court-Ordered Debt (FTB-COD) and Interagency Intercept Collections (FTB-ITC) programs;
- A contract with a private debt collector;
- A comprehensive collection program that includes 15 of the 17 collection activity components;
- Internet and credit and debit card payment options; and
- Compliance with 22 of the 25 recommended collection's best practices; numbers 1, 2, and 4 are currently not being met (see Attachment 3).

Performance

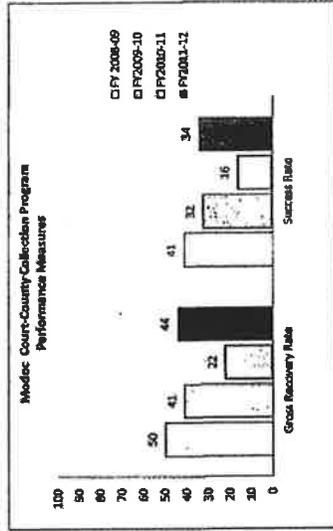
Based on the financial data reported for FY 2011-2012, the program collected a total of \$149,661 from 2,046 delinquent cases, with collection costs of \$72,220. These totals include 14 resolved cases, \$3,795.00 in revenues, and \$161.00 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$2,234,341 in delinquent court-ordered debt represents 1,836 delinquent cases, of which 589 were established in the reporting period.

For FY 2011-2012, the program has a 44 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 22 percentage points more than the prior year. The program's Success Rate of 34 percent exceeds the recommended 31 percent benchmark, and is 18 percentage points more than the prior year.

According to the Modoc collection program, the increase in the Gross Recovery Rate and Success Rate is attributable to the creation of spreadsheets to keep better track of past due cases. The court created the spreadsheets in order to make phone calls and send letters to delinquent debtors in a timelier manner. After collections cases have reached their time limit with the court, they are forwarded to the private collection agency. The court determined that the new processes work very well and that they contributed to outstanding improvements in the collection of court-ordered debt.

County of Modoc and Superior Court of Modoc Collections Program Summary of Fiscal Year 2011-2012 Collections Reporting Template

The chart below shows the program's performance measures for the past four fiscal years:



This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, FY 2011-2012, under Penal Code section 1463.010.

Data Source: Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

County of Modoc and Superior Court of Modoc Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

County Population: 9,566
Judges / Commissioners: 2/0.3

Gross Recovery Rate: 44%
Success Rate: 34%

Program Overview

The Superior Court of Modoc and the County of Modoc do not have a written memorandum of understanding (MOU) for their collections program; however the collection of delinquent court-ordered debt is a cooperative effort between the court and county. The collections program includes the following activities as reported in the fiscal year 2011–2012 *Collections Reporting Template*:

- Contracts with the Franchise Tax Board’s Court-Ordered Debt (FTB-COD) and Interagency Intercept Collections (FTB-IIC) programs;
- A contract with a private debt collector;
- A comprehensive collection program that includes 15 of the 17 collection activity components;
- Internet and credit and debit card payment options; and
- Compliance with 22 of the 25 recommended collections best practices; numbers 1, 2, and 4 are currently not being met (see Attachment 3).

Performance

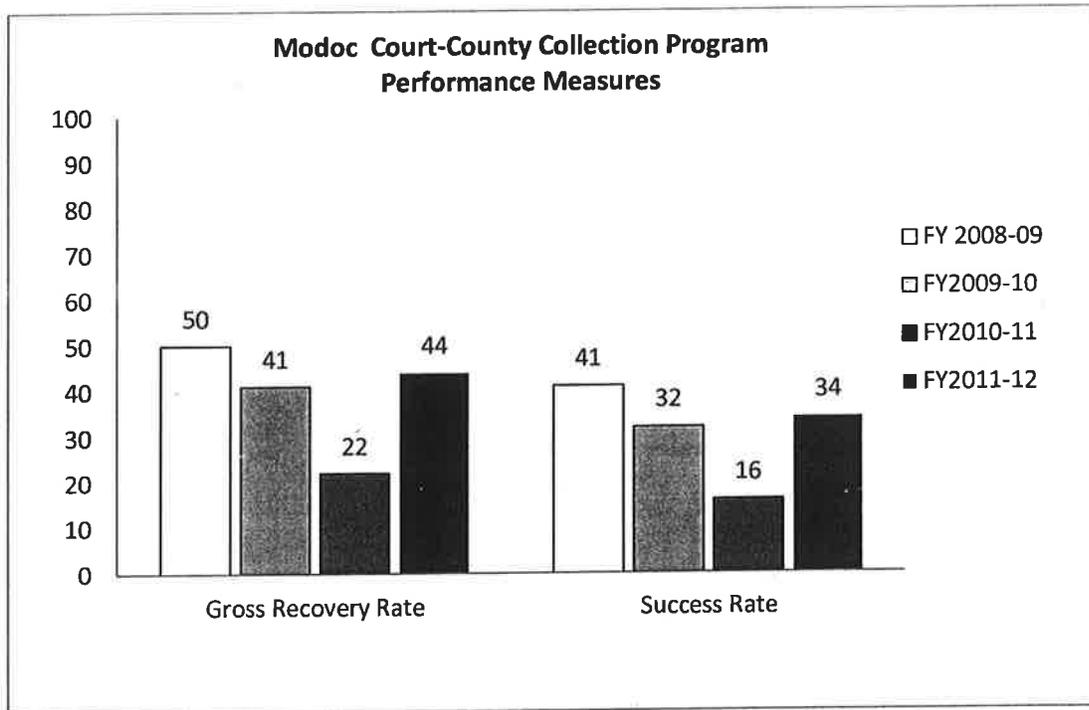
Based on the financial data reported for FY 2011–2012, the program collected a total of \$149,661 from 2,046 delinquent cases, with collection costs of \$72,220. These totals include 14 resolved cases, \$3,379.00 in revenue, and \$161.00 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$2,234,341 in delinquent court-ordered debt represents 1,836 delinquent cases, of which 589 were established in the reporting period.

For FY 2011–2012, the program has a 44 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 22 percentage points more than the prior year. The program’s Success Rate of 34 percent exceeds the recommended 31 percent benchmark, and is 18 percentage points more than the prior year.

According to the Modoc collection program, the increase in the Gross Recovery Rate and Success Rate is attributable to the creation of spreadsheets to keep better track of past due cases. The court created the spreadsheets in order to make phone calls and send letters to delinquent debtors in a timelier manner. After collections cases have reached their time limit with the court, they are forwarded to the private collection agency. The court determined that the new processes work very well and that they contributed to outstanding improvements in the collection of court-ordered debt.

County of Modoc and Superior Court of Modoc Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

The chart below shows the program's performance measures for the past four fiscal years:



This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, FY 2011–2012, under Penal Code section 1463.010.

Data Source:

Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

Inyo Collections Program Summary of Fiscal Year 2011-2012

County of Inyo and Superior Court of Inyo Collections Program
 Summary of Fiscal Year 2011-2012 Collections Reporting Template

County Population: 18,461
 Judges / Commissioners: 2/0,3

Gross Recovery Rate: 98%
 Success Rate: 98%

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Inyo and the County of Inyo. The court and county have a written memorandum of understanding (MOU) for their collections program. The collections program includes the following activities as reported in the fiscal year 2011-2012 *Collections Reporting Template*:

- Contracts with the Franchise Tax Board's Court-Ordered Debt (FTB-COD) and Interagency Intercept Collections (FTB-IIC) programs, and a private debt collector;
- A comprehensive collection program that includes 14 of the 17 collection activity components;
- Internet and credit and debit card payment options; and
- Compliance with 25 of the 25 recommended collections best practices (see Attachment 3).

Performance

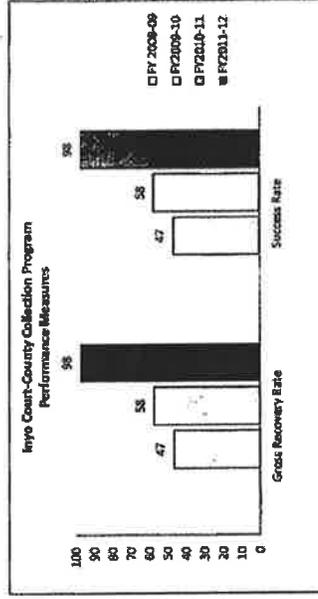
Based on the financial data reported for FY 2011-2012, the program collected a total of \$602,731 from 7,846 delinquent cases, with collection costs of \$107,152. These totals include 30 resolved cases, \$10,141.15 in revenue, and \$8,859.33 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$56,932,875 in delinquent court-ordered debt represents 6,864 delinquent cases, of which 1,126 were established in the reporting period.

For FY 2011-2012, the program has a 98 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 40 percentage points more than the prior year. The program's Success Rate of 98 percent exceeds the recommended 31 percent benchmark, and is 40 percentage points more than the prior year.

According to the Inyo collection program, the increase in the overall Gross Recovery Rate and Success Rate is attributable to the discharge of accountability of uncollectable debt totaling \$208,187.

County of Inyo and Superior Court of Inyo Collections Program
 Summary of Fiscal Year 2011-2012 Collections Reporting Template

The chart below shows the program's performance measures for the past four fiscal years:



This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, FY 2011-2012, under Penal Code section 1463.010.

Data Source:
 Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

County of Inyo and Superior Court of Inyo Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

County Population: 18,461
Judges / Commissioners: 2/0.3

Gross Recovery Rate: 98%
Success Rate: 98%

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Inyo and the County of Inyo. The court and county have a written memorandum of understanding (MOU) for their collections program. The collections program includes the following activities as reported in the fiscal year 2011–2012 *Collections Reporting Template*:

- Contracts with the Franchise Tax Board’s Court-Ordered Debt (FTB-COD) and Interagency Intercept Collections (FTB-IIC) programs, and a private debt collector;
- A comprehensive collection program that includes 14 of the 17 collection activity components;
- Internet and credit and debit card payment options; and
- Compliance with 25 of the 25 recommended collections best practices (see Attachment 3).

Performance

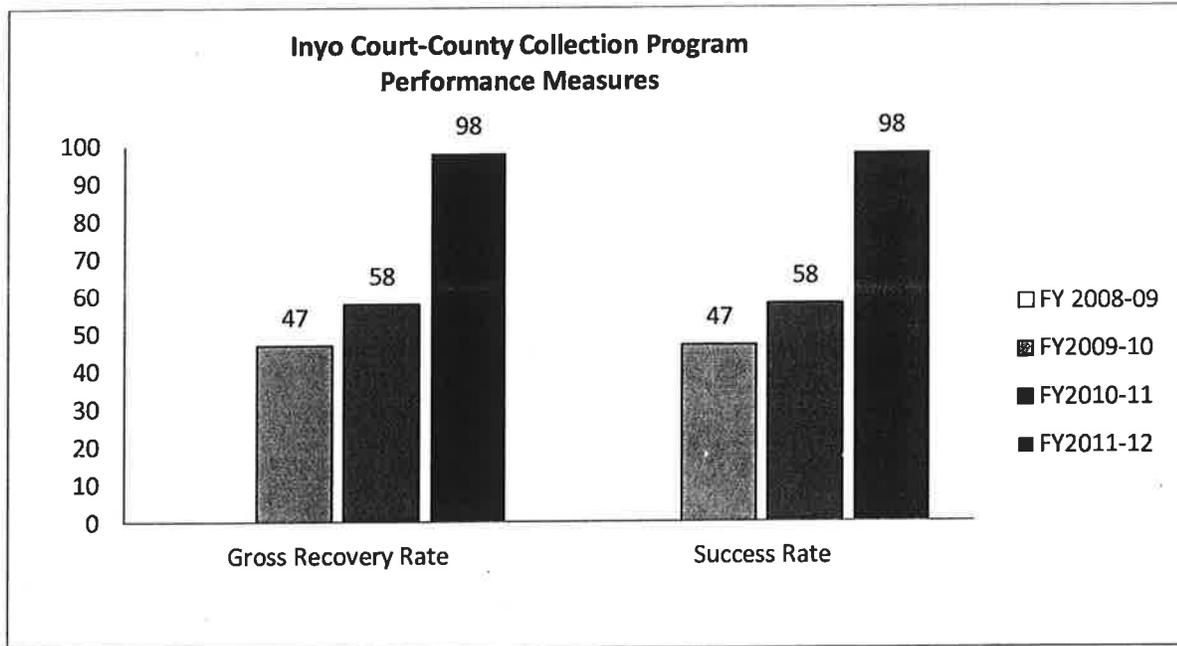
Based on the financial data reported for FY 2011–2012, the program collected a total of \$602,731 from 7,846 delinquent cases, with collection costs of \$107,152. These totals include 30 resolved cases, \$10,141.15 in revenue, and \$8,859.33 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$6,932,675 in delinquent court-ordered debt represents 6,864 delinquent cases, of which 1,126 were established in the reporting period.

For FY 2011–2012, the program has a 98 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 40 percentage points more than the prior year. The program’s Success Rate of 98 percent exceeds the recommended 31 percent benchmark, and is 40 percentage points more than the prior year.

According to the Inyo collection program, the increase in the overall Gross Recovery Rate and Success Rate is attributable to the discharge of accountability of uncollectable debt totaling \$208,187.

County of Inyo and Superior Court of Inyo Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

The chart below shows the program's performance measures for the past four fiscal years:



This report contains information jointly reported by the court and county in the Judicial Council's *Collections Reporting Template*, FY 2011–2012, under Penal Code section 1463.010.

Data Source:

Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

Mono Collections Program Summary of Fiscal Year 2011-2012

County of Mono and Superior Court of Mono Collections Program
Summary of Fiscal Year 2011-2012 Collections Reporting Template

County Population: 14,391
Authorized Judges/Commissioners: 2/0,3

Gross Recovery Rate: 53%
Success Rate: 50%

Program Overview

The Superior Court of Mono and the County of Mono do not have a written memorandum of understanding (MOU) for their collections program. The collection of delinquent court-ordered debt is a concentrated effort of the Superior Court of Mono. The collections program includes the following activities as reported in the fiscal year 2011-2012 *Collections Reporting Template*.

- An enhanced collection program that includes 4 of the 17 collection activity components; and
- Compliance with 8 of the 25 recommended collection best practices; numbers 1, 2, 3, 7, 8, 9, 10, 12, 13, 14, 17, 18, 19, 21, 22, 23, and 25 are currently not being met (see Attachment 3).

Performance

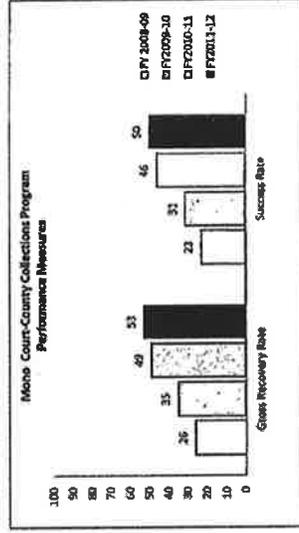
Based on the financial data reported for FY 2011-2012, the program collected a total of \$217,561 from 2,140 delinquent cases, with collection costs of \$24,025. These totals include 30 resolved cases, \$7,260 in revenue, and \$1,767 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$814,396 in delinquent court-ordered debt represents 1,397 delinquent cases, of which 1,022 were established in the reporting period.

For FY 2011-2012, the program has a 53 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 4 percentage points more than the prior year. The program's Success Rate of 50 percent exceeds the recommended 31 percent benchmark, and is 4 percentage points more than the prior year.

According to the Mono collections program, the increase in the overall Gross Recovery Rate and Success Rate is attributable to the payment of older cases with DMV holds.

County of Mono and Superior Court of Mono Collections Program
Summary of Fiscal Year 2011-2012 Collections Reporting Template

The chart below shows the program's performance measures for the past four fiscal years:



This report contains information jointly reported by the court and county to the Judicial Council's *Collections Reporting Template*, FY 2011-2012, under Penal Code section 1463.010.

Data Source: Population data from State of California, Department of Finance, E-1 City/County Population Estimate and Annual Percent Change—January 1, 2011 and 2012.

County of Mono and Superior Court of Mono Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

County Population: 14,391

Authorized Judges/Commissioners: 2/0.3

Gross Recovery Rate: 53%

Success Rate: 50%

Program Overview

The Superior Court of Mono and the County of Mono do not have a written memorandum of understanding (MOU) for their collections program. The collection of delinquent court-ordered debt is a concentrated effort of the Superior Court of Mono. The collections program includes the following activities as reported in the fiscal year 2011–2012 *Collections Reporting Template*:

- An enhanced collection program that includes 4 of the 17 collection activity components; and
- Compliance with 8 of the 25 recommended collections best practices; numbers 1, 2, 3, 7, 8, 9, 10, 12, 13, 14, 17, 18, 19, 21, 22, 23, and 25 are currently not being met (see Attachment 3).

Performance

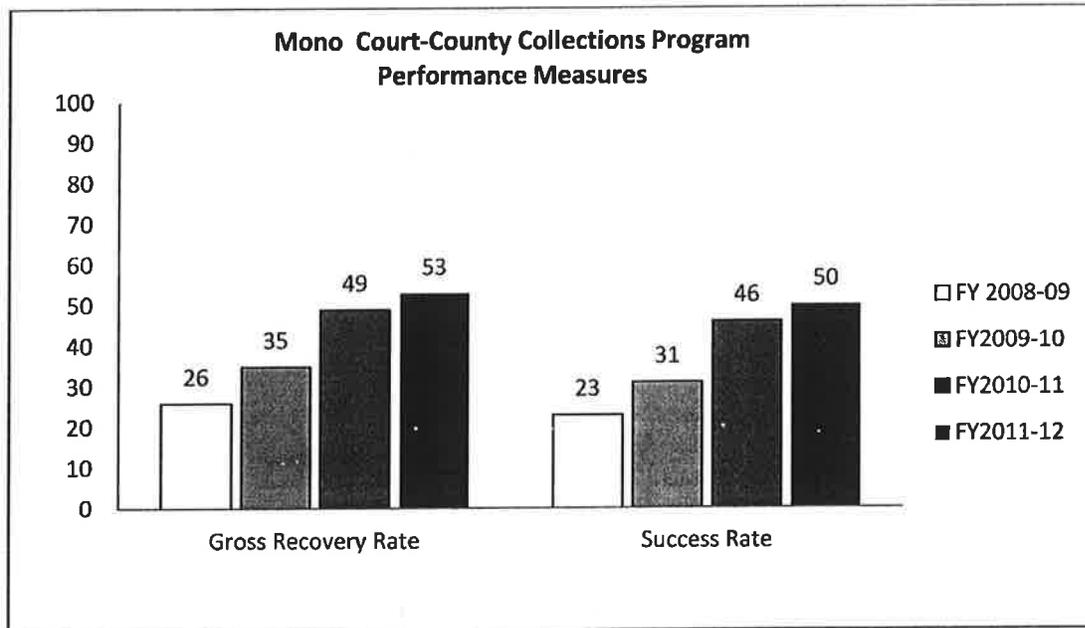
Based on the financial data reported for FY 2011–2012, the program collected a total of \$217,561 from 2,140 delinquent cases, with collection costs of \$24,028. These totals include 30 resolved cases, \$7,260 in revenue, and \$1,767 in program costs as a result of the one-time statewide amnesty program. The ending balance of \$814,396 in delinquent court-ordered debt represents 1,397 delinquent cases, of which 1,022 were established in the reporting period.

For FY 2011–2012, the program has a 53 percent Gross Recovery Rate, which exceeds the recommended 34 percent benchmark, and is 4 percentage points more than the prior year. The program's Success Rate of 50 percent exceeds the recommended 31 percent benchmark, and is 4 percentage points more than the prior year.

According to the Mono collections program, the increase in the overall Gross Recovery Rate and Success Rate is attributable to the payment of older cases with DMV holds.

County of Mono and Superior Court of Mono Collections Program
Summary of Fiscal Year 2011–2012 Collections Reporting Template

The chart below shows the program’s performance measures for the past four fiscal years:



This report contains information jointly reported by the court and county in the Judicial Council’s *Collections Reporting Template*, FY 2011–2012, under Penal Code section 1463.010.

Data Source:

Population data from State of California, Department of Finance, E-1 City/County Population Estimates and Annual Percent Change—January 1, 2011 and 2012.

Collections Activity



Superior Court of California,
County of Alameda

Collections Activity by Fiscal Year

Fiscal Year	Annual Total of Delinquent Fees ¹	Annual Delinquent Fees Collected	Uncollected ² Delinquent Fees	Percentage (Success) of Delinquent Fees Collected
2008-2009	\$ 99,665	\$ 22,430	\$ 77,235	22.5%
2009-2010	\$ 437,557	\$ 97,450	\$ 358,156	22.3%
2010-2011	\$ 476,654	\$ 176,368	\$ 598,884	37.0%
2011-2012	\$ 461,094	\$ 189,540	\$ 814,396	41.1%
Totals/AVG	\$ 1,474,970	\$ 485,788	\$ 814,396	30.7%

Fiscal Year	Annual Total of All Fees Collected	Annual Delinquent Fees	Percentage of All Fees that are Delinquent	Percentage of All Fees that are Delinquent and Collected
2008-2009	\$ 1,836,718	\$ 99,665	5.43%	1.22%
2009-2010	\$ 1,939,183	\$ 437,557	22.56%	5.03%
2010-2011	\$ 2,155,690	\$ 476,654	22.11%	8.38%
2011-2012	\$ 2,296,530	\$ 461,094	20.08%	8.25%

Fiscal Year	Annual Operating Costs	Annual Salaries	Annual Costs to the Court
2008-2009	\$ 1,400	\$ 5,215	\$ 6,615
2009-2010	\$ 5,600	\$ 19,613	\$ 25,213
2010-2011	\$ 5,600	\$ 23,983	\$ 29,583
2011-2012	\$ 5,600	\$ 26,734	\$ 32,334

¹ Delinquency occurs on the date the defendant fails to appear (FTA) or fails to pay (FTP). Only
² Fees refer to all fees, fines, forfeitures, penalties, and assessments incurred by a defendant in a criminal or traffic action or proceeding.
³ This is the amount of uncollected new delinquent revenue that could be recovered for the State, County and City. From the last Qtr. Of FY 08-09 to FY 11-12



Superior Court of California, County of Mono

Collections Activity by Fiscal Year

Fiscal Year	Annual Total of Delinquent ¹ Fees ²	Annual Delinquent Fees Collected	Uncollected ³ Delinquent Fees	Percentage (Success) of Delinquent Fees Collected
2008-2009	\$ 99,665	\$ 22,430	\$ 77,235	22.5%
2009-2010	\$ 437,557	\$ 97,450	\$ 358,156	22.3%
2010-2011	\$ 476,654	\$ 176,368	\$ 598,884	37.0%
2011-2012	\$ 461,094	\$ 189,540	\$ 814,396	41.1%
Totals/AVG	\$ 1,474,970	\$ 485,788	\$ 814,396	30.7%

Fiscal Year	Annual Total of All Fees Collected	Annual Delinquent Fees	Percentage of All fees that are Delinquent	Percentage of All fees that are Delinquent and Collected
2008-2009	\$ 1,836,718	\$ 99,665	5.43%	1.22%
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2010-2011	\$ 2,155,690	\$ 476,654	22.11%	8.18%
2011-2012	\$ 2,296,530	\$ 461,094	20.08%	8.25%

Fiscal Year	Annual Operating Costs	Annual Salaries	Annual Costs to the Court
2008-2009	\$ 1,400	\$ 5,215	\$ 6,615
2009-2010	\$ 5,600	\$ 19,613	\$ 25,213
2010-2011	\$ 5,600	\$ 23,983	\$ 29,583
2011-2012	\$ 5,600	\$ 26,734	\$ 32,334

¹Delinquency occurs on the date the defendant Fails to Appear (FTA) or Fails to Pay (FTP). Only

²Fees refer to all fees, fines, forfeitures, penalties, and assessments incurred by a defendant in a criminal or traffic action or proceeding.

³This is the amount of uncollected new delinquent revenue that could be recovered for the State, County and City. From the last Qtr. Of FY 08-09 to FY 11-12

Summary of Proposed Court-County Comprehensive Collections Program

Summary of Proposed Court-County Comprehensive Collections Program

Applicable statutes: PC sections 1463.010 and 1463.007

Scope: All delinquent fees, fines, forfeitures, penalties, and civil assessments arising from persons who fail to appear (FTA) or fail to pay (FTP) for their infractions and/or traffic citations.

Court Responsibilities: Implement and operate comprehensive collection program as defined by PC 1463.007;

Contract with third party collections vendor; AllianceOne (is the collection agency for the following courts/counties – Inyo, Alameda, Contra Costa, San Diego, San Francisco, San Mateo, Santa Barbara, Santa Clara, and Santa Cruz.

Disburse and distribute delinquent revenue; and

Prepare reports to county and Administrative Office of the Courts (AOC) regarding delinquent revenue collected and costs of Collections recovery

County Responsibilities: Enter into an agreement with the Court that allows the court to implement the Comprehensive Collection Program

Anticipated recoverable costs from delinquent revenues collected by Comprehensive Collections Program:

Fiscal Year 13/14

Annual Cost to Delinquent Revenue With B & OCA	
Total Salary @ 15% FTE (no benefits)	\$ 34,380
Operating Expenses & Equipment	\$ 11,170
Package & Printing Supplies	\$ 3,420
Revenue (Residual Submittal)	\$ (8,000)
Revenue (Residual Submittal - Costs to be paid by Court)	\$ (8,000)
ISO Software Capital Structures Recovery FEE	\$ 4,050
Administrative Services @ 10%	\$ 4,288
Total Program Costs	\$ 48,278
Outside Collection Agency Fee 13.88% to 16.88%	\$ -
Franchise Tax Board Fee 1%	\$ -
Total Delinquent Revenue Costs	YTD

Fiscal Year 14/15

Annual Cost to Delinquent Revenue With B & OCA	
Total Salary @ 15% FTE (no benefits)	\$ 17,624
Operating Expenses & Equipment	\$ 11,170
Package & Printing Supplies	\$ 3,420
Administrative Services @ 10%	\$ 3,281
Total Program Costs	\$ 35,515
Outside Collection Agency Fee 13.88% to 16.88%	\$ -
Franchise Tax Board Fee 1%	\$ -
Total Delinquent Revenue Costs	TBD

Court Collections costs (including .75 Court Collections Clerk FTE dedicated to collections for first three months of fiscal year 2013-2014, Court Collections Clerk FTE reduced to .50 FTE for remainder of fiscal year 2013-2014 and for entire fiscal year 2014-2015.

Summary of Proposed Court-County Comprehensive Collections Program

Applicable statutes: PC sections 1463.010 and 1463.007

Scope: All delinquent fees, fines, forfeitures, penalties, and civil assessments arising from persons who fail to appear (FTA) or fail to pay (FTP) for their infractions and/or traffic citations .

Court Responsibilities: Implement and operate comprehensive collection program as defined by PC 1463.007;

Contract with third party collections vendor; AllianceOne (is the collection agency for the following courts/counties – Inyo, Alameda, Contra Costa, San Diego, San Francisco, San Mateo, Santa Barbara, Santa Clara, and Santa Cruz.

Disburse and distribute delinquent revenue; and

Prepare reports to county and Administrative Office of the Courts (AOC) regarding delinquent revenue collected and costs of Collections recovery

County Responsibilities: Enter into an agreement with the Court that allows the court to implement the Comprehensive Collection Program

Anticipated recoverable costs from delinquent revenues collected by Comprehensive Collections Program:

Fiscal Year 13/14

Annual Cost to Delinquent Revenue W/FTB & OCA	
Total Salary @75% FTE (No Benefits)	\$ 24,300
Operating Expense & Equipment	\$ 11,170
Postage & Mailing Supplies	\$ 3,420
Revenue Results Software	\$ 9,500
Revenue Results Software-Costs to be paid by Court	\$ (9,500)
ISD Software-Capital Expenditure Recovery ISD	\$ 5,000
Administrative Services @10%	\$ 4,389
Total Known Costs	\$ 48,279
Outside Collection Agency-Fee 13.68% to 16.56%	\$ -
Franchise Tax Board-Fee 15%	\$ -
Total Unknown Variable Costs	TBD

Fiscal Year 14/15

Annual Cost to Delinquent Revenue W/FTB & OCA	
Total Salary @50% FTE (No Benefits)	\$ 17,424
Operating Expense & Equipment	\$ 11,170
Postage & Mailing Supplies	\$ 3,420
Administrative Services @10%	\$ 3,201
Total Known Costs	\$ 35,215
Outside Collection Agency-Fee 13.68% to 16.56%	\$ -
Franchise Tax Board-Fee 15%	\$ -
Total Unknown Variable Costs	TBD

Court Collections costs (including .75 Court Collections Clerk FTE dedicated to collections for first three months of fiscal year 2013-2014, Court Collections Clerk FTE reduced to .50 FTE for remainder of fiscal year 2013-2014 and for entire fiscal year 2014-2015.