Out of County Service

When you are sending a check for service to a sheriff's department that is not set up in your chart of accounts, you will set it up like restitution.

Add your Requirement for Court Costs, selecting the out of county service option.
Take your payment as always.

To make the check go to the out of county Sheriff's department, you must add that Sheriff's Department as a person. Put the entire name in the Last/Business field. Whatever is typed in this field is what will appear on the Pay To: section of the check.

Update to save your person, then add their work address.

Then, this Sheriff's Department must be added to the case. You can add them as an "other service provider" or whatever role seems to fit.

Then the Sheriff's Department must be added to the requirement as the Default Payee. This is just like you would do for a victim who is going to receive restitution. If there is a name in the Default Payee section, that is the person to whom the check will be made payable.

After you have deposited the payment and made the funds disbursable, when you go to the List Disbursement screen, you will see a section for out of county service. Click on the amount, and cut the check just like you would a restitution check.