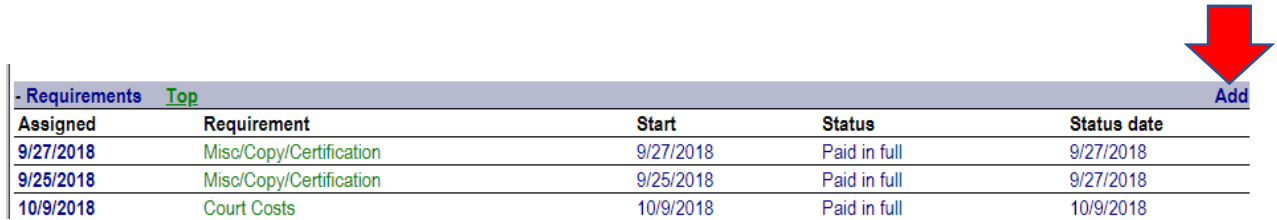


Assessing fees

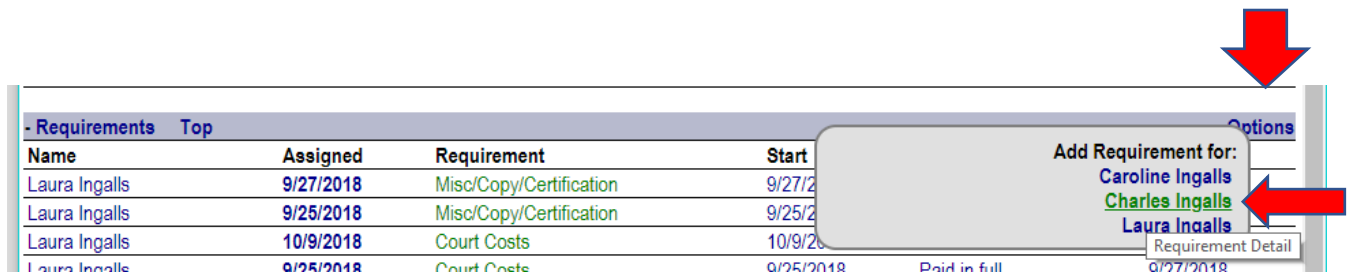
Fees are requirements. Do a Name Search for the person to whom fees were assessed. Go to their appropriate case and click on the case number to get into the Case Detail screen.

In the Case Detail screen, scroll down to Requirements, click ADD.



- Requirements Top					
Assigned	Requirement	Start	Status	Status date	
9/27/2018	Misc/Copy/Certification	9/27/2018	Paid in full	9/27/2018	
9/25/2018	Misc/Copy/Certification	9/25/2018	Paid in full	9/27/2018	
10/9/2018	Court Costs	10/9/2018	Paid in full	10/9/2018	

If there are multiple parties on the case, the requirements will say Options. You will click on Options, then click the name of the party to whom fees were assessed.



- Requirements Top					
Name	Assigned	Requirement	Start	Status	Status date
Laura Ingalls	9/27/2018	Misc/Copy/Certification	9/27/2018	Paid in full	9/27/2018
Laura Ingalls	9/25/2018	Misc/Copy/Certification	9/25/2018	Paid in full	9/27/2018
Laura Ingalls	10/9/2018	Court Costs	10/9/2018	Paid in full	10/9/2018
Laura Ingalls	9/25/2018	Court Costs	9/25/2018	Paid in full	9/27/2018

The easiest way to assess fees is to add a document called @FEES. It will walk you through adding the responsible parent to the case, if applicable, and assessing the appropriate fees. This document will automatically add the requirements selected.

ASSESS COURT COSTS:

Court costs have various amounts than can be assessed. For instance, court costs for a delinquency petition differ from court costs for a civil petition. So rather than having an Initial Type and Amount show up on this screen, you must add the requirement type and code then click UPDATE to see the amounts.

Requirement Detail

Requirement type:* SANC - Financials
Requirement code:* 46 - Court Costs
Provider: -- Select --
Assigned date: 12/27/2018 Start date:
Scheduled end date: New end date:
Status: -- Select -- Status date:
Cases:*
 Charles Ingalls: Case 1 - Resp Party - Delinquency (Active; Case Filed)
 Laura Ingalls: Case 1 - Defendant - Delinquency (Active; Case Filed)
Default payee: Get name
Notes:

- **Requirement Type** – Select the appropriate type.
- **Requirement Code** – Select the appropriate fee.
- **Assigned date** - If you leave the assigned date empty it will default to today's date or change it to the date the fee was ordered.
- **Cases** - Make sure the correct person is selected, this should be the person who must pay the fees. If this is a case where only the child is on the case, then select the child's name.

Click the **Update** button to save your work.

Court Costs Select a transaction

You can choose the court costs you wish to add.

Click the appropriate line

Transaction template

Civil Petition \$102

Civil Petition w OC Service \$144

Civil Petition w Service \$144

Delinquent / Unruly \$64

Delinquent / Unruly w OC Service \$106

Delinquent / Unruly w Service \$106

Diversion/Informal \$44



This brings up the Assess Requirement Fees screen, the details behind the court cost. You could change an amount if necessary but normally you will just click the **Update** button to add the fee.

You can put a Date in the date field, but if you leave it empty it will default to the current date and time. The easiest way to put a date in this field is to type a T in it. That will also put the current date and time. You could also click on the calendar button at the end of the date field.

After you Update it will say updates completed successfully. You can then click the **Cancel** button to return to the Requirement Detail page.


If you are taking the payment right now, click on the **Options** button to Take a Payment. Otherwise, click the **Cancel** button to return to the Case Detail screen.

Assess Requirement Fees

Court Costs

Charles Ingalls (12; Case: 1; Unassigned)

y.

Date: 

Amount: \$106.00

Transaction number:

Reference number:

Memo:

Extra detail lines (below):

Account	Amount
R29900.02 - (A/R) Clerk Data Fee due	\$4.00
R29900.07 - (A/R) Clerk Fees due	\$60.00
R24360.01 - (A/R) Sheriff Service due	\$40.00
R24360.02 - (A/R) Sheriff Data due	\$2.00
-- Select --	0.00
-- Select --	0.00

ASSESS A BOND

You will assess a fee as shown above. Add the requirement to whomever owes the bond.

Requirement Detail

The screenshot shows a web form titled "Requirement Detail". It contains several fields and a list of cases. Red arrows point to the following fields: "Requirement type:" (set to "SANC - Financials"), "Requirement code:" (set to "BOND - Bond"), "Assigned date:" (set to "1/2/2019"), "Initial type:" (set to "ASSD - Assess Bond"), "Amount:" (set to "500.00"), and the first checked case, "Charles Ingalls: Case 1 - Resp Party - Delinquency (Active; Case Filed)".


Requirement type:* SANC - Financials
Requirement code:* BOND - Bond
Provider: -- Select --
Assigned date: 1/2/2019 Start date:
Scheduled end date: New end date:
Status: -- Select -- Status date:
Initial type: ASSD - Assess Bond Amount: 500.00
Cases:*
 Caroline Ingalls: Case 1 - Resp Party - Delinquency (Active; Case Filed)
 Charles Ingalls: Case 1 - Resp Party - Delinquency (Active; Case Filed)
 Laura Ingalls: Case 1 - Defendant - Delinquency (Active; Case Filed)
Default payee: Get name
Notes:


- **Requirement Type** – Select the appropriate type.
- **Requirement Code** – Select the appropriate fee.
- **Assigned date** - If you leave the assigned date empty it will default to today’s date or change it to the date the fee was ordered.
- **Initial type** – This should already display “Assess Bond.”
- **Amount** – You will enter the amount of bond being assessed.
- **Cases** - Make sure the correct person is selected, this should be the person who must pay the fees.

Click the **Update** button to save your work.

ASSESS RESTITUTION

Requirement Detail

 Requirement type:*



 Requirement code:*


Provider:

Assigned date: Start date:

Scheduled end date: New end date:

Status: Status date:

 Initial type: Amount: 

Cases:* Laura Ingalls: Case 2 - Child - Visitation (Active; Case Filed)
 Charles Ingalls: Case 2 - Petitioner - Visitation (Active; Case Filed)
 Caroline Ingalls: Case 2 - Respondent - Visitation (Active; Case Filed)
 Caroline Ingalls: Case 1 - Resp Party - Delinquency (Active; Case Filed)
 Charles Ingalls: Case 1 - Resp Party - Delinquency (Active; Case Filed)
  Laura Ingalls: Case 1 - Defendant - Delinquency (Active; Case Filed)

Default payee:

- **Requirement Type** – Select the appropriate type.
- **Requirement Code** – Select the appropriate fee.
- **Assigned date** - If you leave the assigned date empty it will default to today’s date or change it to the date the fee was ordered.
- **Initial type** – This should already display “Assess Restitution.”
- **Amount** – You will enter the amount of restitution being assessed for a specific victim
- **Cases** - Make sure the correct person is selected, this should be the person who must pay the fees.

Click the **Update** button to save your work.

Restitution must have a Default payee to designate who will receive this money. You must add a Default Payee.

ADDING A DEFAULT PAYEE

A Default payee is the person to whom money is being paid. The Default payee must be a party in the case, a relative to one of the parties, or a name assigned to the case.

In any requirement where money is being sent to a specific person rather than a county or state agency, there must be a default payee added. Refunds, Restitution, Bond returns, Investments, to name a few possibilities.

Add the Default Payee as a person in Quest



You will need to ensure your victim is a person in Quest with an address. Do a name search for your victim.

If the person is found, click on their name, otherwise click the **Add a new name** link and add them. Make sure they have an address!

Name Search
Enter criteria and press Submit (use % and/or _ for wildcards in names)


Last: <input type="text" value="Olson"/>		First: <input type="text" value="n%"/>		<input type="checkbox"/> Sound-a-like
File Number: <input type="text"/>	Case: <input type="text"/>	Petition: <input type="text"/>		
Race: <input type="text" value="-- Select --"/>	Sex: <input type="text" value="-- Select --"/>	DOB: <input type="text"/>	SSN/Tax ID: <input type="text"/>	
<input type="checkbox"/> File numbers only	<input type="checkbox"/> Addresses	<input type="checkbox"/> Show relatives	<input type="checkbox"/> Auto clear criteria	

[Click here for more screen options](#)

Name	File #	Race	Sex	DOB	SSN/Tax ID	AKA	Warrant Mom/Agency (*=User)
Add a new name	Add a new agency person						
 Olson, Nellie 		White	Female				

Adding a name assigned to the case




If you're going to add a new name to the names currently assigned to the case, click the **Add** link.

- Names currently assigned to the case [Top](#) [Get from another case](#)  [Add](#)

Name	Role	Notice	Represents
Nellie Olson	Victim	No	
Shelby County Sheriff's Office	Ser Prov	No	

On the Case Assignment Detail screen, click the Get name button.

Case Assignment Detail
Case number: Unassigned; Delinquency
Caroline Ingalls (File# 13) - Responsible Party (Case# 1)
Charles Ingalls (File# 12) - Responsible Party (Case# 1)
Laura Ingalls (File# 1) - Defendant (Case# 1)

Name/ID:*
Agency: -- Select --
OR 
Role: -- Select --
Start date:  End date: 
Send notice: Yes No
Notes:

This takes you to the Name Search screen. Search for the name you wish to add and either add it if not found, or click on the name to add it to this screen. This adds the name to the Case Assignment Detail.

You must assign them a Role. You can select "victim."


Click the **Update** button to save your work.

Name: **Nellie Olson**
Role:
Start date: 

Add the Default Payee to the Requirement

Now that the person, agency or business has been assigned to the case, you can add them as the default payee on the requirement.

Click on the **Assigned date** link to get into the requirement where you wish to add the default payee.

- Requirements		Top					Options
Name	Assigned	Requirement	Start	Status	Status date		
Laura Ingalls	 1/11/2019	Restitution	1/11/2019 1 day	(Balance: \$500.00)			

Requirement Detail

Successfully

[Cases](#) | [Attributes](#) | [Alerts](#) | [Balances](#) | [Transactions](#)

Requirement type: Financials
Requirement code: Restitution
Provider: -- Select --
Assigned date: 1/11/2019 Start date: 1/11/2019
Scheduled end date: New end date:
Status: -- Select -- Status date:
Default payee: **Get name**
Notes: -

Click on the **Get name** button.

This will bring up a list of all parties, relatives and names assigned to the case. Select the person to whom the check will be made payable.

Name Lookup Select the desired name

Name	Description
Ingalls, Caroline	Responsible Party (Unassigned); Mother of Laura Ingalls
Ingalls, Charles	Responsible Party (Unassigned); Father of Laura Ingalls
Ingalls, Laura	Defendant (Unassigned); Daughter of Charles Ingalls; Daughter of Caroline Ingalls
Olson, Nellie	Victim (Unassigned)
Shelby County Sheriff's Office	Other Service Provider (Unassigned)

This will put that person's name as the Default payee.

Click the **Update** button to save your work.

Requirement type: Financials
Requirement code: Restitution
Provider: -- Select --
Assigned date: 1/11/2019 Start
Scheduled end date: New
Status: -- Select --
Default payee: **Nellie Olson** **Get name**
Notes: -

There should be one restitution requirement per victim. To add codefendants see [Joint & Several Restitution](#).