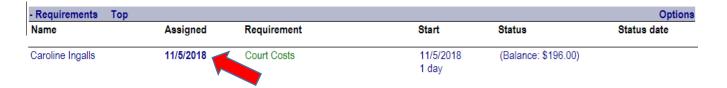
## Waiving Fees

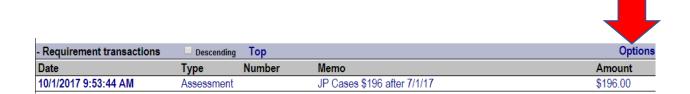
You can waive fees several ways.

## From the Requirement Detail screen:

Find your person, click on the appropriate case, click on the **Assigned date** link to get into the Requirement Detail screen.



Once on the Requirement Detail screen, scroll to the bottom to the Requirement Transactions section and click on the **Options** button. Then select the **Waive Fees** link. This will take you to the Waiver Detail screen.

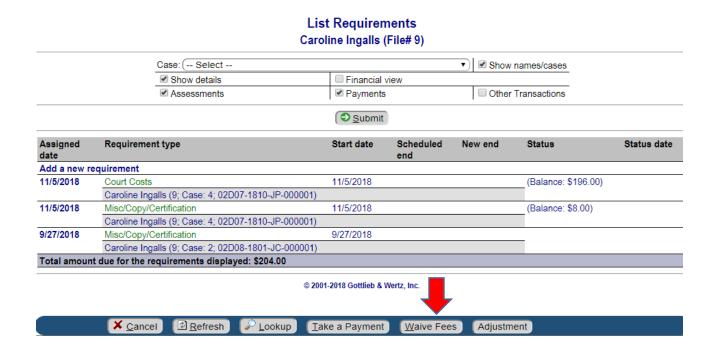




## From the Menu | Case | Requirements screen:

After doing a name search and finding your person, from the Person Detail screen, click **Menu | Case | Requirements**. This brings up the List Requirement screen which shows all fees owed.

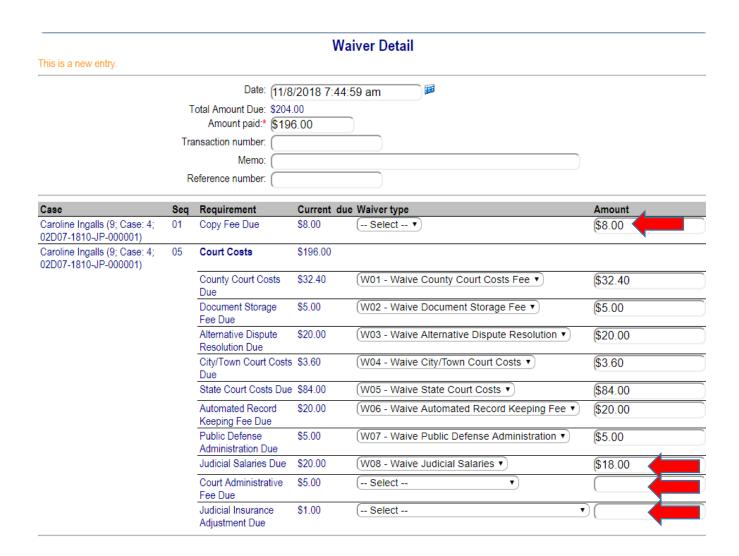
You can click on the **Waive Fees** button at the bottom of the screen. This will take you to the Waiver Detail screen.



## The Waiver Detail screen:

The Waiver Detail screen is just like the Payment Detail screen, but you are waiving fees. The money will always be applied to the first fees first. As you can see in this example there was \$8.00 applied to the copy fee account. If the court waived the court costs, this \$8.00 must be moved.

Delete it from the copy fee due line, and manually type in the appropriate amounts on the bottom lines to apply it to those accounts.



Always make sure the money is being applied to the correct accounts.

Case	Seq	Requirement	Current due	Waiver type	Amount
Caroline Ingalls (9; Case: 4; 02D07-1810-JP-000001)	01	Copy Fee Due	\$8.00	( Select ▼	
Caroline Ingalls (9; Case: 4; 02D07-1810-JP-000001)	05	Court Costs	\$196.00		
		County Court Costs Due	\$32.40	(W01 - Waive County Court Costs Fee ▼	\$32.40
		Document Storage Fee Due	\$5.00	(W02 - Waive Document Storage Fee ▼	\$5.00
		Alternative Dispute Resolution Due	\$20.00	(W03 - Waive Alternative Dispute Resolution ▼	\$20.00
		City/Town Court Costs Due	\$3.60	(W04 - Waive City/Town Court Costs ▼)	\$3.60
		State Court Costs Due	\$84.00	W05 - Waive State Court Costs ▼	\$84.00
		Automated Record Keeping Fee Due	\$20.00	(W06 - Waive Automated Record Keeping Fee ▼)	\$20.00
		Public Defense Administration Due	\$5.00	(W07 - Waive Public Defense Administration ▼	\$5.00
		Judicial Salaries Due	\$20.00	W08 - Waive Judicial Salaries ▼	\$20.00
		Court Administrative Fee Due	\$5.00	(W09 - Waive Administration Fee ▼	\$5.00
		Judicial Insurance Adjustment Due	\$1.00	(W10 - Waive Judicial Insurance Adjustment Fee ▼	\$1.00

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

The requirement status should be updated to waived automatically.

- Requirements Top					Options
Name	Assigned	Requirement	Start	Status	Status date
Caroline Ingalls	11/5/2018	Court Costs	11/5/2018	Waived	11/8/2018