

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.

- Requirements		Top					Options
Name	Assigned	Requirement	Start	Status	Status date		
Caroline Ingalls	11/5/2018	Court Costs	11/5/2018 1 day	(Balance: \$196.00)			

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.

- Requirement transactions		<input type="checkbox"/> Descending	Top			Options
Date	Type	Number	Memo	Amount		
10/1/2017 9:53:44 AM	Assessment		JP Cases \$196 after 7/1/17	\$196.00		

A screenshot of the 'Options' menu from the Requirement Transactions section. The menu items are: 'Add a transaction', 'Assess fees', 'Take a Payment', 'Waive Fees', and 'Adjustments'. The 'Waive Fees' option is highlighted in green, and a red arrow points to it from the right.

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.


List Requirements
Caroline Ingalls (File# 9)

Case: (-- Select --) Show names/cases

<input checked="" type="checkbox"/> Show details	<input type="checkbox"/> Financial view
<input checked="" type="checkbox"/> Assessments	<input checked="" type="checkbox"/> Payments <input type="checkbox"/> Other Transactions

Assigned date	Requirement type	Start date	Scheduled end	New end	Status	Status date
Add a new requirement						
11/5/2018	Court Costs Caroline Ingalls (9; Case: 4; 02D07-1810-JP-000001)	11/5/2018			(Balance: \$196.00)	
11/5/2018	Misc/Copy/Certification Caroline Ingalls (9; Case: 4; 02D07-1810-JP-000001)	11/5/2018			(Balance: \$8.00)	
9/27/2018	Misc/Copy/Certification Caroline Ingalls (9; Case: 2; 02D08-1801-JC-000001)	9/27/2018				
Total amount due for the requirements displayed: \$204.00						

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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.

Waiver Detail

This is a new entry.

Date:

Total Amount Due: \$204.00
 Amount paid:*

Transaction number:

Memo:

Reference number:

Case	Seq	Requirement	Current due	Waiver type	Amount
Caroline Ingalls (9; Case: 4; 02D07-1810-JP-000001)	01	Copy Fee Due	\$8.00	-- Select --	\$8.00
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	\$18.00
		Court Administrative Fee Due	\$5.00	-- Select --	<input type="text"/>
		Judicial Insurance Adjustment Due	\$1.00	-- Select --	<input type="text"/>

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 --	<input type="text"/>
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	