

## *COLLECT Application*

The district court application, which was initially developed for the 8<sup>th</sup> District Court in Kalamazoo, is currently installed in 81 court locations. The circuit court application, which was developed by DMC Technology Group, Inc. and funded by the State Court Administrative Office (SCAO), is installed in 34 court locations. Both applications are licensed by SCAO; both applications are programmed and installed by DMC Technology Group, Inc., which also provides training. The COLLECT software integrates only with Judicial Information Systems' (JIS) district and circuit applications. Real time JIS data is used and the actions are updated to the Register of Actions (ROA). Use of the COLLECT software increases compliance with court judgments, which increases revenue at the state and local level.

### **Features:**

- Set up payment plans – optionally generate payment schedules and/or payment coupons
- Inquiry on payment history as it relates to the payment schedule
- Inquiry on past payment plans
- Add case notes for an individual case or multiple 'like' cases with optional update to the ROA
- Print individual, customized notification letters for a single case or multiple 'like' cases
- Update addresses for a single case or multiple 'like' cases with one entry
- Generate the Order for Assignment of Wages form (MC 289)
- Generate the Order Canceling Assignment of Wages form (MC 391)
- Generate the Order to Remit Prisoner Funds for Fines, Costs, and Assessments form (MC 288)
- Generate the Satisfaction of Financial Obligation form (MC 290)
- Generate the Request and Writ for Garnishment (Income Tax Refund/Credit) form (MC 52)
- Generate the Request and Writ for Garnishment (Income Tax Refund/Credit) Proof of Service form
- Generate the Garnishment Release form (MC 50)
- Track Disclosures from Treasury
- Ability to notify defendants of outstanding balances with supplemental mailings
- Ability to generate a file for use by a collection agency
- Reprint and history inquiry for printed statements and notification letters
- Ability to mark cases on returned notices (optional bar code scanner available) with a hold status to prevent subsequent incorrect mailings. The hold status is automatically removed when the address is updated thru the COLLECT application.

### **Collection notices can be customized:**

- Use customization parameters to generate letters, postcards, or mailers in batch; mailers include envelope for return payment
- Provide customization parameters at case, individual person, and batch levels
- Create notification letter templates with customized text within the letter
- Create court-specific text for printing on the mailer or postcard
- Create up to 99 subsequent mailers in batch, including different text for each mailer

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**Reports:**

- Balance Due – alphabetic list of cases with a balance due
- Show Cause Hearing – alphabetic list of cases with a selected number of statements generated; this is a tool to identify those cases that need to be scheduled. Scheduling the show cause must still occur in the JIS application.
- Money Collected – detail or summary report of amounts collected over a specified period based on either statements generated or payments made
- Money Collected by Event – detail or summary report of amounts collected over a specified period based on payments made and summarized for all events generated from the COLLECT application
- Wage Assignment/Termination – detailed listing of all wage assignments and terminations
- Statements Sent – summary of the statements sent for a selected time period
- Statements Sent by Event – summary of the COLLECT events/forms sent for a selected time period
- Never Received Statement – shows all individuals who have not received a statement
- Statement Trial Run – lists all of the individuals who will receive a statement based on the selected parameters; this report is generated when selecting a trial run for the statement generation
- Statement Exceptions – lists all of the individuals who will not receive a statement based on the selection parameters; this report is generated when selecting a trial run for the statement generation
- Payment Plan Partial Payments – lists all payment plans with partial payments
- Payment Plan Expiration – lists all payment plans set to expire within a selected number of days
- Address Stop – lists all cases currently flagged as an address stop
- Incomplete Address – lists all cases that do not have a complete address
- Remit Prisoner Funds - lists all of the individuals who currently have been ordered to pay via a Prisoner Remit Form
- Payment Plan Past Due – Lists individuals that are not paid in full with respect to their payment plan
- Potential Tax Garn Report – Based on multiple parameters, prints potential cases eligible for tax garns

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**Estimated costs are summarized below:**

| <b>COLLECT Application</b>  | <b>Cost</b>                                      |
|---|--|
| Software application license <sup>1</sup>   | \$0  |
| Installation and training, provided by DMC Technology Group, Inc.<br>Note: SCAO will provide the funds for the initial costs (installation and training), subject to later repayment through JIS user bills. Reimbursement to SCAO will begin six months after the installation and will be divided equally on each user bill for one year. | Ranges from \$2,250.00 - \$3,500.00 <sup>2</sup> |
| Post-Implementation Support - as needed by the court and provided by DMC  | Hourly rate <sup>3</sup>                         |
| Mailers   | \$.25 to \$.30/mailer                            |
| Postage   | Varies   |
| Ongoing maintenance and enhancements – Due to JIS changes <sup>1</sup>  | \$0  |
| Enhancements – Requested by users and approved by SCAO <sup>1</sup>   | \$0  |

If your court is interested in the COLLECT application, has any questions, or would like an estimate for installing the software, please contact the State Court Administrative Office at [collections@courts.mi.gov](mailto:collections@courts.mi.gov). Please be sure to include a contact name, phone number, e-mail address, court number, and court address.

<sup>1</sup> SCAO owns the COLLECT software licenses and is providing the software, maintenance, and SCAO-approved enhancements at no additional cost to the courts.

<sup>2</sup> DMC's services include consulting, programming, installation, training, general support, travel time, etc., for the initial installation and initial statement generation. The installation costs are determined based on the circumstances surrounding the installation and training. Mileage is charged for actual miles traveled at the current IRS rate/mile.

<sup>3</sup> The hourly rate will be DMC's current hourly rate at the time the services are delivered.