

COLLECT

(Interfaced with JIS District Case Management System)

User Reference Manual

June 2016
Version 16.xx

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The logo for DMC Technology Group, Inc. features the letters "DMC" in a large, bold, dark red font. Below "DMC" is the text "TECHNOLOGY GROUP, INC." in a smaller, black, sans-serif font. The text is positioned to the left of a large, stylized graphic element that resembles a swoosh or a comet tail, transitioning from black on the left to red on the right.

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District COLLECT System

About This Manual:

This manual is designed to outline and explain all the features for the COLLECT software. It is not a “carved in stone” run manual. It is each court’s responsibility to use their selected features to enhance the overall collection effort.

Multiple Court Mode:

*** NOTE*** Most courts will NOT use this feature. This feature will be used only by courts that run multiple JIS court locations on one iSeries or System i computer.

When in this mode the case number, on all displayed screens, will be prefixed with a two-character prefix representing the court id. This two-character prefix is predefined for each court in the customization section of the software (see the Customization section of this manual for instructions in setting up the two character codes).



District COLLECT System Main Menu

```

D6000DMC                COLLECT System Main Menu                3/22/16  15:05:13
Select one of the following:

Maintenance:             1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

Statements:              4. Standard Statement Print
                        5. Warrant Statement Print
                        6. Collection Agency Extract
                        7. Statement Reprint

Menus:                   8. Reporting
                        9. Database / Miscellaneous
                       10. Tax Garnishment Processing
                       11. Collection Agency New Case Processing

System:                  80. Customization
Quit:                    90. Signoff
Type selection, press Enter.  ==>  __                               Version 16.00

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
    
```

The Collect menu will be displayed to the user when the command **COL** is keyed in on a command line. If JIS has created a special menu for your use, DMC can work with JIS to add an option for the Collect menu.

Screen input edits are as follows:

- The only valid options are listed on the menu, anything else will generate an edit error.
- Menu option 80. Customization allows the user to customize the COLLECT system for use in their court. **You will want to select this option to customize the system prior to initial execution. Also, to verify existing settings and/or set new parameters after every release upgrade.**

****NOTE**** – Menu option 80. Customization is defined at the end of the document.



District COLLECT System Main Menu

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled file listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan

```

D6000DMC                Collections Maintenance                4/09/15  10:49:37
                                                                Mode: ALL
Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
2=Payment Plan      3=Case Notes      6=Notification Letter      7=ROA      More...
D=Demographic Info N=SSN Entry  R=Reset Lvl  S=Stop/Start  X=Excuse Payment
(  = 3rd Party Collection Agency)      (  = Non-Public)
Opt  Name                DOB      Case ID                Bal Due Stat S
- ADKINS/GORDON/Z        4/11/48  13152379SD            725.00 PROB
  402 SSN Nts PPH 2 MONTHLY $725 due on 7 starting 5/07/14
- ADKINS/JAMIE/RYAN      8/10/89  12144292SM            1,696.00 DISP
  358 SSN AdH Nts PPH Rst Inf 2 MONTHLY $20 due on 21 starting 3/21/14
- ADKINS/JOSEPH/ALAN     4/25/71  05D301556A             .00 DISP
  999 0
- ADKINS/KATHY/ANN       6/18/58  02D244938              65.00 WRNT
  999 3
- AELLEN/MACK/          5/06/50  9659600CT              15.00 WRNT
  2
- AFA HOUSING LLC//      10D402739 270.00 DISP D
  999 AdH Nts PPH
                                                                More...
F3=Exit   F5=All   F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

Dashboard area of the screen.

F23 = More Options will display all available options to the user.

This screen will be displayed to the user when menu option 1 is selected from the main menu. This option allows the user to maintain payment plans and case notes, request tax garnishment, print notification letters, view the register of actions, print wage assignments, print wage cancellations, inquire on payment plan payments, inquire on payment plan history, print remit prisoner funds, print satisfaction of obligations, and stop or start a case from the statement process from a work-list of individuals with a JIS case status of "OPEN". When an individual case gets closed, it will no longer appear on the Collections Maintenance work-list.

The cases in the work-list will display in alphabetical order with the ability to position to cases by name or case id. To position the work-list to a specific name or partial name, simply type in the name in the "position to name" field and press Enter. The work-list will start with the next name that starts with or matches the criteria entered. To position the work-list to a specific case id, simply type in the case id in the "position to case" field and press Enter. The work-list will start with the name on the case id entered.

By using the function keys, the user may subset the cases in the work-list. The three-subset modes are: ALL, PAY PLAN, and NO PAY PLAN. The mode of the program determines what cases are displayed on the screen work-list. The current mode of the program is displayed in the upper right corner beneath the date and time.



Maintenance: 1. Collections / Payment Plan

The “dashboard” area of the screen will have any number of indicators displayed based on the entries and/or events that occur on each case.

Any individual that has an active Wage Assignment will have the abbreviation **WgA** appear in blue underneath the name. Any cases that have Address History will have the abbreviation **AdH** in yellow highlight underneath the name. Any cases that have case notes will have the abbreviation **Nts** in white underneath the name. Any case that has been selected to be reviewed for a tax garnishment will have the abbreviation **TxR** in Turquoise underneath the name. Any case where a tax garnishment has been printed will have the abbreviation **TxF** in turquoise underneath the name. Any case that has an active Remit Prisoner Funds will have the abbreviation **RPF** in yellow underneath the name. Any case that has an open Restitution amount will have the abbreviation **Rst** in red underneath the name. Any case that has Pay Plan History will have the abbreviation **PPH** in pink underneath the name. Any case that has Employer data saved will have the abbreviation **Emp** in blue underneath the name. Any case that has Demographic Information entered will have the abbreviation **Inf** in green underneath the name. Any name/DOB that has a social security number entered into the system will have the abbreviation **SSN** in red highlight underneath the name. The Progressive Statement Level Number, either for Pay Plan or Non-Pay Plan will have a number like **_1_** in pink highlight. This number is used to indicate the last statement number received. A number of **_0_** indicates this person has made a recent payment and has been reset to start the notification process over again. Any case that is disposed will have a number **999** (any number from **__0** to 999) can appear in white highlight underneath the name. This is the number of days elapsed since last payment. If no payment is found it is the elapsed days since disposition date, or if on a Payment Plan, the number of elapsed days since pay plan start date or Re-amortization date. If multiple cases are on a payment plan, they will all reflect the same number. This “dashboard” is a quick visual way to see information about the case on the surface without having to do extensive research.

Screen input edits are as follows:

There are now 3 separate panels to display all of the available options. Each panel can be displayed in a round-robin fashion with F23=More Options key.

Maintenance options:

Type MAINTENANCE options, press Enter.
2=Payment Plan 3=Case Notes 6=Notification Letter 7=ROA More...
D=Demographic Info N=SSN Entry R=Reset Lvl S=Stop/Start X=Excuse Payment

Forms options:

Type FORMS options, press Enter.
5=Tax Garnishment 8=Wage Assignment/Employer Data 9=Wage Cancellation
0=Satisfaction of Obligation P=Remit Prisoner Funds More...

Inquiry options:

Type INQUIRY options, press Enter.
A=Address History E=Event/Payment H=Pay Plan History
I=Pay Plan Payment More...

Maintenance: 1. Collections / Payment Plan

- All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.

Additional informational highlights on the screen:

Highlighted Case ID indicates this case is NON-PUBLIC.

Opt	Name	DOB	Case ID	Bal Due	Stat	S
	BEEBE/BEVERLY/ANN	12/31/66	14E900438	110.00	PEND	
	BEEBE/PHILLIP/GERALD	7/12/79	13154938SD	.00	DISP	
	BEEBE/TYLER/WILLIAM	3/19/89	07090739SM	205.00	DISP	
	BEEDE/DEBORAH/ANN	8/25/58	9437918SM	.00	WRNT	
	BEEDON/JASON/ROY	11/24/83	14D467913	150.00	DISP	
	BEEDON/JASON/ROY	11/24/83	14157961ST	.00	WRNT	

Highlighted Name indicates this case has been sent to a 3rd Party Collection Agency.

Screen function keys are as follows:

- F3=Exit Return to previous display (COLLECT System Main Menu).
- F5=Show All Displays all Payment Plan and Non-Payment Plan cases.
- F6=No Payment Plan Displays only Non-Payment Plan cases.
- F7=Payment Plan Displays only Payment Plan cases.
- F8=Prison Satisfactions Shows all closed cases that have an active remit prisoner funds and allows the user to terminate those.
- F9=Wage Cancellations Shows all closed cases that have an active wage assignment and allows the user to cancel those.
- F10=Case Addr Sync This key is a short cut to the Case Address Synchronization program (option 2 from the COLLECT System Main Menu).



Maintenance: 1. Collections / Payment Plan

F11=Pay Plan History	Will allow the user to inquire on all payment plans that were satisfied/terminated starting with this release.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
F20=Legend	Displays the legend window.
F23=More Options	Toggles the available options.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

D6000DMC		Payment Plan Verification		5/27/12	12:59:53
Type options, press Enter.					
4=Remove from Group 5=Case Inquiry					
Opt	Name	Date of Birth	Case	Amount Due	
█	SAIN/MELINDA/J	6/30/1970	01D191895	53.00	
	Offense: 8/28/2001 SAFETY BELT, FAILURE TO WEAR				
-	SAIN/MELINDA/J	6/30/1970	01D216779A	113.00	
	Offense: 8/30/2001 LANE USE, DROVE WRONG WAY ON A ONE-WAY STREET				
-	SAIN/MELINDA/J	6/30/1970	01D216779B	83.00	
	Offense: 8/30/2001 LEFT TURN IN FRONT OF MOVING TRAFFIC/FAIL TO YIELD				
					Bottom
F3=Exit F12=Cancel					
Type options or press ENTER to continue.					

The Payment Plan Verification screen is an intermediary screen when selecting multiple cases for the entry of a payment plan. If only one case is selected, this screen will be bypassed and the user will go directly to the Payment Plan Maintenance screen (see next page). If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to indicate different defendants were selected. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed to enter the payment plan.

Screen function keys are as follows:

F3=Exit Exits Payment Plan Verification and returns the user to the Collections Maintenance screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

```

D6000DMC                               Payment Plan Maintenance          4/09/15  12:07:46

Type choice, press Enter.

Name . . . . . : SAIN/MELINDA/J
Current Address . . : 1230 SPRING ST
                   MUSKEGON, MI  49442
Date of Birth . . . : 6/30/70

Payment Frequency. . . M                ( M=Monthly - Specific day of the month)
                                           (BM=BiMonthly - Specific day every other month)
                                           (SM=SemiMonthly - Specific days twice a month)
                                           ( W=Weekly - Specific day every week)
                                           (BW=BiWeekly - Specific day every other week)
                                           (SW=SemiWeekly - Specific days twice a week)
                                           ( X=DayRange - Every XXX days)

Maximum Duration . . . 1 0              (1-10 Years, 0-11 Months)
Specific End Date. . . 12/12/30        (MM/DD/YY - Enter to override Max Duration)

F3=Exit   F8=Address Sync   F12=Cancel   F13=Address History
WARNING:  Different address detected on selected cases, press F8 to correct.
    
```

If a Specific End Date is entered, it will override the Maximum Duration.

Highlighted address indicates not all selected cases have the same address.

The Payment Plan Maintenance screen will enable the user to select the type of payment plan for the individual. This screen will only appear when entering a new payment plan for an individual. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use F8=Address Sync to correct address discrepancies. The system will choose the most current address from the selected cases.

Screen input edits are as follows:

- Payment frequency is required and must be one of the listed selections on the screen. Any other value will generate an edit error.
- Maximum Duration years and months is required if no Specific End Date has been entered and must be a within the range of 0 years 1 month thru 10 years 0 months. Any other value will generate an edit error.
- Specific End Date is optional and if entered will override the Maximum Duration. This parameter will allow the user to specify an exact date to end the Payment Plan. The End Date of the payment plan cannot exceed 10 years, just like Maximum Duration.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

If a SSN has already been stored for this person, it becomes visible here for verification. If it is incorrect or not entered, use F18=Add SSN.

```

D6000DMC          MONTHLY Payment Plan Maintenance          12 14:21:38
Type information,  Name: SAIN/MELINDA/J  DOB: 6/30/70
press Enter.     Address: 123 SPRING STREET
                  MUSKEGON, MI 49442
                  SSN on File
                  343-23-1223
Personal information:
| Date of Agreement . . . 5/30/12 (MM/DD/YY) P-P Balance Due: 249.00
| First Payment Due . . . 5/30/12 (MM/DD/YY) Max Duration: 2y-6m
| Amount . . . . . .00 ($ Expected first payment, if unique.)
| Payments Due on the . . . day of the month. 31=Last day every month.
| Payment Start Date . . 5/30/12 (MM/DD/YY)
| Payment Amount . . . . .00 ($ Expected every payment.)
| Payment Verification . . F (F=Full amount, P=Partial amount)
| Case ROA Update . . . . A (A=All (Name-DOB), 0=Not selected)
Selected cases for payment plan:
Case ID      Amount Due  Status      Case ID      Amount Due  Status
01D191895    53.00      WRNT        01D216779A   113.00      WRNT
01D216779B    83.00      WRNT
    
```

Bottom

F3=Exit F6=Add Cases F7=Pay Sched F8=Addr Sync F10=Remove Cases F12=Cancel
 F13=Addr Hist F14=Chg Dur F16=Delete F18=Add SSN F20=Re-Amort F22=P-P Inq

WARNING: Different address detected on selected cases, press F8 to correct.

Highlighted address indicates not all selected cases have the same address.

The second screen of Payment Plan Maintenance will enable the user to enter a date of agreement, first payment due date, first payment amount, which day(s) the payments are due, payment start date, the payment amount, the type of payment verification, and how to update the ROA. When changing an existing payment plan after the first payment due date has elapsed, the only fields that are open for entry are payment verification and case ROA update. If any of the payment plan information needs to be changed after the first payment due date has elapsed, only the payment amount, payment verification, and case ROA update can be changed. If the payment amount is changed, the system will re-amortize the current balance due over the life of the payment plan. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use F8=Address Sync to correct address discrepancies.

Screen input edits are as follows:

- Date of Agreement is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- First Payment Due is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Amount (first payment) is not required and if entered must be a non-zero number. Any other value will generate an edit error. If the parameter is left blank, it will be automatically defaulted to the standard payment amount.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

- Payments Due..... is required.
 Monthly, BiMonthly, SemiMonthly, and Day Range require non-zero numbers to be entered.
 Weekly, BiWeekly, and SemiWeekly require a value of M,T,W,R,F to be entered.
- Payment start date is a required field and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Payment amount is a required field and must be a non-zero number. Any other value will generate an edit error.
- Payment Verification is a required field and must be a "F"=Full Amount or "P"=Partial Amount. Any other value will generate an edit error.

An "F" will require that the individual pay the full amount agreed to on each scheduled payment date in order to not receive a statement. A "P" will allow the individual to make a payment less the amount agreed in order to not receive a statement.

- Case ROA Update is a required field and must be an "A"=All or "O"=Only selected. Any other value will generate an edit error.

An "A" will update the ROA for all of the individual's cases. An "O" will only update the ROA for the cases selected for the payment plan.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F6=Add Case	Will allow the user to add additional cases to the payment plan. This action will force the system to re-amortize active payment plans with the current parameters.
F7=Payment Schedule	Displays the payment plan schedule screen.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F10=Remove Cases	Will allow the user to remove selected cases from the payment plan. This action will force the system to re-amortize active payment plans with the current parameters.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

F14=Chg Duration F14=Chg End Date	Depending on what option was chosen, this function key will allow the user to change the current duration of the payment plan or the End Date of the Payment Plan. Valid values for Duration are 0 years 1 month thru 10 years 0 months. The valid value for End Date is any valid future date. This action will force the system to re-amortize active payment plans with the current parameters.
F16=Delete	Deletes the payment plan from the COLLECT system. F16 will need to be pressed twice for confirmation of the delete. This <u>DOES NOT</u> delete the case, only the payment plan information. All payment plan information will be logged in the payment plan history files for future reference.
F18=Add SSN	This will display the SSN entry window to allow the user to store the person's SSN in the system. The SSN will be stored by Name/DOB and will remain in the system forever unless it is selected and deleted. When future cases are entered on repeat offenders, the SSN dashboard indicator will come on. Some courts will enter SSN for the person during the Pay Plan interview just in case a Wage Assignment or Tax Garn will be issues in the future.
F20=Re-Amortize	The re-amortize feature will take the current balance due and regenerate the pay plan with existing parameters from the current date. This process will essentially start the payment plan over and restart the statement process.
F22=P-P Inquiry	Displays the Pay Plan Inquiry screen. This will allow access to the information without exiting the Pay Plan program and selection I=Payment Inquiry from the main COLLECT maintenance program. This function is not available in "add" mode.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F6=Add Case

```

D6000DMC          MONTHLY Payment Plan Maintenance          5/30/12  14:21:38
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.     Address: 123 SPRING STREET
                                     MUSKEGON, MI 49442
SSN on File
343-23-1223
Personal information:
| Date of Agreement . . . 5/30/12
| First Payment Due . . . 5/30/12
| Amount . . . . . .00
| Payments Due on the . . . day of th
| Payment Start Date . . . 5/30/12
| Payment Amount . . . . .00
| Payment Verification . . F
| Case ROA Update . . . . A
Total P-P Amt: 136.00
Selected cases for payment plan:
Case ID      Amount Due  Status
01D191895    53.00    WRNT

Add Cases to Pay Plan
Type 1=Select, press Enter.
Opt Case ID      Amount Due  Stat
█ 01D216779A    113.00    WRNT

F3=Exit  F12=Cancel

Bottom

F3=Exit  F6=Add Cases  F7=Pay Sched  F8
F13=Addr Hist  F14=Chg Dur  F16=Delete
WARNING: Different address detected on
    
```

The Add Cases to Pay Plan window screen allows the user to add additional cases to the payment plan for the name/date of birth. This screen shows all of the cases for the payment plan name/date of birth combination that are currently not on the payment plan, are open, and have an amount due.

To add one or more cases to the current pay plan, just type 1=select in the option field for all cases to be added and press enter.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F7=Payment Schedule

```

D6000DMC                               Payment Schedule                               5/30/12  14:26:29
View information, press Enter.
Name: SAIN/MELINDA/J                     Date of Agreement:  4/17/12
      123 SPRING STREET                   First Payment Due:  5/01/12
      MUSKEGON, MI 49442                  Amount . . . :      35.00
DOB:  6/30/70                             MONTHLY Payment Plan
Total Pay Plan Amount:    249.00          Payment Amount:    25.00

Cases on      || Pay                               Payment      Balance
Pay Plan      || #   Payment Due Date          Amount        Due
01D191895     || 1   Tuesday - May 1, 2012         35.00        214.00
01D216779B    || 2   Friday - June 1, 2012         25.00        189.00
01D216779A    || 3*  Friday - June 29, 2012        25.00        164.00
              || 4   Wednesday - August 1, 2012   25.00        139.00
              || 5*  Friday - August 31, 2012     25.00        114.00
              || 6   Monday - October 1, 2012    25.00         89.00
              || 7   Thursday - November 1, 2012 25.00         64.00
              || 8*  Friday - November 30, 2012  25.00         39.00
              || 9*  Friday - December 28, 2012  25.00         14.00
              || 10  Friday - February 1, 2013   14.00          .00
                                                Bottom

F3=Exit   F10=Print Schedule/Coupons   F12=Cancel   (* Date adjusted)
    
```

The Payment Schedule screen displays the breakdown of when payments are due, how much is due, and when the total fine will be paid off. This screen also shows all of the cases that are currently on a payment plan for the individual selected.

Screen function keys are as follows:

- F3=Exit Exits Payment Schedule and returns the user to the Collections Maintenance screen.
- F10=Print Sched/Coupons Prints the Payment Schedule and/or Payment Coupons on active payment plans. When the print is complete it returns the user to the Collections Maintenance screen.
- F12=Cancel Returns the user to the Payment Plan Maintenance screen.



**Maintenance: 1. Collections / Payment Plan
 Option 2=Maintain Payment Plan
 F7=Payment Schedule
 F10=Print – Payment Schedule Example**

The QR Code is optional and allows for easier payments over the web with a smart phone.



PAYMENT SCHEDULE
 AGREEMENT & ORDER FOR INSTALLMENT PAYMENTS
 (EXCLUSIVE OF SOBRIETY COURT CONTRACTS)
 PAYMENTS SHOULD BE MADE PAYABLE TO: 60TH DISTRICT COURT
 ALL PAYMENTS TO: 60TH DISTRICT COURT
 990 TERRACE STREET
 MUSKEGON MI 49442

Pay Online!



www.GovPayNOW.com
 (Monroe Location Code 1483)

Page headings are customizable. This is defined in the Customization Section of the software.

INQUIRIES: 231-724-6334
 CREDIT CARD PAYMENTS: 877-698-6727

BRIEL/RIGOBERTO/
 S NEWAYGO RD
 CASNOVIA, MI 49318

Defendant Date of Birth: 6/08/85
 Total Pay Plan Amount: 264.00
 Date of Agreement: 8/30/13
 First Payment Due: 8/30/13
 Amount: 50.00
 MONTHLY Payment Plan
 Payment Amount: 25.00



Defendant agrees to the terms of this payment schedule; understands that failure to pay will void this agreement, resulting in additional penalties which can include a Bench Warrant for their arrest.

Attention Text is customizable. It is defined in the Customization Section of the software.

CASE ID	PAY#	DUE DATE	PAY AMT	BALANCE
07094023SM	1	Friday - August 30, 2013	50.00	214.00
	2	Monday - September 30, 2013	25.00	189.00
	3	Thursday - October 31, 2013	25.00	164.00
	4*	Friday - November 29, 2013	25.00	139.00
	5	Tuesday - December 31, 2013	25.00	114.00
	6	Friday - January 31, 2014	25.00	89.00
	7	Friday - February 28, 2014	25.00	64.00
	8	Monday - March 31, 2014	25.00	39.00
	9	Wednesday - April 30, 2014	25.00	14.00
	10*	Friday - May 30, 2014	14.00	.00

X
 Defendant _____
 Date _____
 Approved by _____

* After PAY# denotes adjustment due to weekend or holiday.

Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

```

D6000DMC          MONTHLY Payment Plan Maintenance          5/30/12  14:21:38
Type information,  Name: SAIN/MELINDA/J  DOB: 6/30/70
press Enter.     Address: 123 SPRING STREET          SSN on File
                                     Pay Plan Activation          223
Per | D | Press Enter again to ACTIVATE the Payment Plan, or F12=Cancel.  49.00
  | F |
  | P | If activating Payment Plan,
  | P |   Print Payment Schedule . . . . . Y ('Y'es, 'N'o)          49.00
  | C |   Print Payment Coupons . . . . . N ('Y'es, 'N'o)
  | Sel |   Coupon Date Range . . . . . 5/01/12 to 2/28/13
  |
  | P | Date Printed   User       Date Range
  | C |
  | Sel |
  |
  | F3=Exit   F12=Cancel
  |
  | Bottom
  | F3=Exit  F6=Add Cases  F7=Pay Sched  F8=Addr Sync  F10=Remove Cases  F12=Cancel
  | F13=Addr Hist  F14=Chg Dur  F16=Delete  F18=Add SSN  F20=Re-Amort  F22=P-P Inq
  | WARNING: Different address detected on selected cases, press F8 to correct.
    
```

These values were defaulted from the customization and can be overridden on this screen.

Entries will be logged in this section of the screen every time coupons are printed for this pay plan.

The Payment Plan Activation screen will appear to the user when all necessary information is entered on the payment plan maintenance screen and the user presses Enter. This screen allows the user to activate the payment plan. It also allows the user to print a payment schedule and/or payment coupons. This screen will only appear when the user is entering a new payment plan or re-amortizing an existing payment plan.

Screen input edits are as follows:

- Print Payment Schedule is required and must be a “Y”es or “N”o. Any other value will generate an edit error.
- Print Payment Coupon is required and must be a “Y”es or “N”o. Any other value will generate an edit error.
- Coupon Date Range is required when printing payment coupons and restricted to valid dates within the pay plan. Coupon date ranges will be kept for history purposes and displayed on the bottom section of the window to be used as reference point when the entire coupon book is not printed.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Returns the user to the Collections Maintenance screen. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Payment Coupon – Example

WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75



Payment Number: 1
Payment Amount: \$50.00
Due Date: Tuesday - May 1, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B+
Balance Due After Payment: \$208.00

The plus indicates there are more cases listed on this payment plan then just the one shown.



WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75



Payment Number: 2
Payment Amount: \$40.00
Due Date: Wednesday - May 16, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B+
Balance Due After Payment: \$168.00



WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75



Payment Number: 3
Payment Amount: \$40.00
Due Date: Friday - June 1, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B+
Balance Due After Payment: \$128.00



WAHMHOFF/JERRY/J
627 W BRIDGE ST
PLAINWELL, MI 49080
DOB: 9/09/75



Payment Number: 4*
Payment Amount: \$40.00
Due Date: Friday - June 18, 2007

Make Payment To:
99th District Court
999 Elm Street
Your City, MI 99999-9999
Coupon Payment
999-999-9999

Payment Information:
Case ID: 03031066B+
Balance Due After Payment: \$88.00

* After payment number denotes adjustment due to weekend or holiday.

The asterisk indicates the date of this payment has been adjusted due to a weekend or holiday.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F10=Remove Cases

```

D6000DMC          MONTHLY Payment Plan Maintenance          5/30/12  14:21:38
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.     Address: 123 SPRING STREET
                  MUSKEGON, MI 49442
                  SSN on File
                  343-23-1223
Personal information:
| Date of Agreement . . . 4/17/12
| First Payment Due . . . 5/01/12
| Amount . . . . . 35.00
| Payments Due on the . . 1 day of th
| Payment Start Date . . 6/01/12
| Payment Amount . . . . 25.00
| Payment Verification . . F
| Case ROA Update . . . . A
Total P-P Amt: 249.00
Remove Cases from Pay Plan
Type 4=Remove, press Enter.
Opt Case ID      Amount Due  Stat
█ 01D191895      53.00   WRNT
- 01D216779B     83.00   WRNT
- 01D216779A    113.00   WRNT
Selected cases for payment plan:
Case ID      Amount Due  Status
01D191895    53.00   WRNT
01D216779A   113.00   WRNT
F3=Exit  F6=Add Cases  F7=Pay Sched  F8
F13=Addr Hist  F14=Chg Dur  F16=Delete
WARNING: Different address detected on
    
```

The Remove Cases from Pay Plan window screen allows the user to remove cases from the payment plan for the name/date of birth. This screen shows all of the cases for the payment plan name/date of birth combination that are currently on the payment plan.

To remove one or more cases from the current pay plan, just type 4=Remove in the option field for all cases to be removed and press enter.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F13=Addr Hist

<p>D6000DMC MONTHLY Pa</p> <p>Type information, Name: SAIN/ME press Enter. Address: 123 SPR MUSKEGO</p> <p><u>Personal information:</u></p> <p> Date of Agreement . . . 4/17/ First Payment Due . . . 5/01/ Amount Payments Due on the . . 1 day Payment Start Date . . 6/0 Payment Amount Payment Verification . . F Case ROA Update A</p> <p><u>Selected cases for payment plan:</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Case ID</th> <th style="text-align: right;">Amount Due</th> <th style="text-align: left;">Sta</th> </tr> </thead> <tbody> <tr> <td>01D191895</td> <td style="text-align: right;">53.00</td> <td>WRN</td> </tr> <tr> <td>01D216779A</td> <td style="text-align: right;">113.00</td> <td>WRN</td> </tr> </tbody> </table> <p style="font-size: small;">F3=Exit F6=Add Cases F7=Pay Sch F13=Addr Hist F14=Chg Dur F16=D</p>	Case ID	Amount Due	Sta	01D191895	53.00	WRN	01D216779A	113.00	WRN	<p style="text-align: center;">Address History</p> <p>View info, press Enter. Case: 01D191895</p> <p>Current SAIN/MELINDA/J Address: 1212 SPRING STREET APT# 12 MUSKEGON MI 49442</p> <p style="text-align: right;">Changed Date</p> <p>Previous Address(es) 1230 SPRING STREET 5/27/12 MUSKEGON MI 49442</p> <p style="text-align: center;">-----</p> <p style="text-align: right;">Bottom</p> <p style="font-size: small;">F12=Cancel</p>
Case ID	Amount Due	Sta								
01D191895	53.00	WRN								
01D216779A	113.00	WRN								

The Address History window screen allows the user to view all previous addresses on file, if available. Since the address is stored in the database at the case level, the first case selected will be used to look for history. This screen is displayed with information from the ROA whenever the address is changed.

Screen function keys are as follows:

- F12=Cancel
- Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F14=Chg Duration

```

D6000DMC          MONTHLY Payment Plan Maintenance          5/30/12  14
Type information,  Name: SAIN/MELINDA/J  DOB: 6/30/70
press Enter.    Address: 123 SPRING STREET
                  MUSKEGON, MI 49442
                  SSN on F
                  343-23-

Personal information:
| Date of Agreement . . . 4/17/12 (MM/DD/YY)
| First Payment Due . . . 5/01/12 (MM/DD/YY)
| Amount . . . . . 35.00 ($ Expecte
| Payments Due on the . . 1 day of the month. 3
| Payment Start Date . . 6/01/12 (MM/DD/YY)
| Payment Amount . . . . 25.00 ($ Expecte
| Payment Verification . . F (F=Full am
| Case ROA Update . . . . A (A=ALL (Name-DOB), 0=Only selected)

Selected cases for payment plan:
Case ID      Amount Due  Status   Case ID      Amount Due  Status
01D191895    53.00  WRNT     01D216779B   83.00  WRNT
01D216779A   113.00 WRNT

Chg Duration
Max Duration 2 6 (y-m)
(From Date of Agreement)
F3=Exit  F12=Cancel

Bottom
F3=Exit  F6=Add Cases  F7=Pay Sched  F8=Addr Sync  F10=Remove Cases  F12=Cancel
F13=Addr Hist  F14=Chg Dur  F16=Delete  F18=Add SSN  F20=Re-Amort  F22=P-P Inq
WARNING: Different address detected on selected cases, press F8 to correct.
    
```

The Maximum Duration has a 10 year limit.

The Change Duration window screen allows the user to modify the duration of the pay plan. This function is valid on new and existing payment plans. If the Duration is changed on a currently active payment plan, the system will automatically force a re-amortization.

To change the duration, the user must enter a valid duration ranging from 0 years 1 month thru 10 years 0 months and press enter.

Screen function keys are as follows:

- F3=Exit
 Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel
 Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F14=Chg End Date

The Plan End Date has a 10 year limit.

```

D6000DMC          MONTHLY Payment Plan Maintenance      4/09/15  12:5
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.     Address: 1230 SPRING ST
                               MUSKEGON, MI  49442

Personal information:
| Date of Agreement . . . 4/09/15      (MM/DD/YY)
| First Payment Due . . . 4/15/15      (MM/DD/YY)
| Amount . . . . . 30.00 ($ Expecte
| Payments Due on the . . 15 day of the month. 3
| Payment Start Date . . 5/15/15      (MM/DD/YY)
| Payment Amount . . . 30.00 ($ Expecte
| Payment Verification . . F (F=Full am
| Case ROA Update . . . A (A=All (Name-DOB), 0=Only selected)

Selected cases for payment plan:
Case ID      Amount Due  Status      Case ID      Amount Due  Status
01D191895    53.00  WRNT        01D216779A   113.00  WRNT
01D216779B    83.00  WRNT

Chg End Date
Plan End Date  12/12/30
F3=Exit  F12=Cancel

Bottom
F3=Exit      F5=Calc Paymt  F6=Add Cases  F7=Pay Sched  F8=Addr Sync
F10=Rmv Cases  F12=Cancel    F13=Addr Hist  F14=End Date  F16=Delete P-P
F18=Add SSN   F20=Re-Amort  F22=P-P Inquiry

WARNING: Different address detected on selected cases, press F8 to correct.
    
```

The Change End Date window screen allows the user to modify the end date of the pay plan. This function is valid on new and existing payment plans. If the End Date is changed on a currently active payment plan, the system will automatically force a re-amortization.

To change the end date, the user must enter a valid future date from the current date and press enter. Any date over 10 years will generate an edit error.

Screen function keys are as follows:

- F3=Exit
Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel
Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Single Case Update)

```

D6000DMC                               Case Notes                               5/27/12  13:21:39

Case ID . . . : 08103466SM   D01 Name . . . : SMITH/SHAUNTESA/JANA
                                     Address. : 2039 5TH
                                               MUSKEGON HEIGHTS, MI  49444
Type options, press Enter.   Charge . . : RF 3RD DEG
 4=Delete   7=Move to ROA-Today   9=Move to ROA-Actual

Opt  Date      Time  By  Notes...  ( [red box] = Written to ROA)
[red box] 3/01/12  8:59:14 TED IN JAIL PER 3/1/12 JAIL REPORTS; ON PV SENTENCES 15
                                     DAYS; P/O OR RCOL UPON REL 3/15/12
_      2/17/12  9:52:10 TED RELEASED FROM JAIL PER 2/17/12 JAIL RPTS; PV HRGS
                                     PDNG 2/29/12
_      2/15/12  7:54:09 TED IN JAIL PER 2/15/12 JAIL REPORTS ON PV WRNTS

F3=Exit   F5=View Cases   F6=Add Notes   F10=Print   F12=Cancel

Bottom
    
```

Notes appearing in **RED** have also been written to the ROA.

The Case Notes screen will enable the user to add notes pertaining to the selected case(s). The notes are displayed in descending date and time order, this way the most recent case note will be at the top of the list. The notes that were also written to the register of actions will appear in Red.

If a case note that was also written to the register of actions is deleted, the case note will ONLY be deleted in the Collection system. IT WILL REMAIN IN THE REGISTER OF ACTIONS. You must delete the case note from the register of actions through the normal JIS process.

Screen input edits are as follows:

- The only valid options are 4=Delete, 7=Move to ROA-Today, and 9=Move to ROA-Actual. All other entries in the Option column will generate an edit error.
- Option 7=Move to ROA-Today, will allow the user to move a case note, originally not written to the ROA, to the ROA using the current date as the date of event.
- Option 9=Move to ROA-Actual, will allow the user to move a case note, originally not written to the ROA, to the ROA using the entered date as the date of event.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Single Case Update)

Screen function keys are as follows:

F3=Exit	Exits Case Notes and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update. If in single case update mode, the same case displayed on the top of the screen will appear in the window. If the program is in multiple case update mode, all cases selected for notes update will be listed in the window. This feature is described in more detail in the multiple case notes update section of the manual.
F6=Add Notes	Sends the user to the Case Notes Entry screen (described in further detail below).
F10=Print	Generates a print out of all the case's case notes to the user's spooled file.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update)

Opt	Name	Date of Birth	Case	Amount Due
█	SMITH/SHAUNTESA/JANA	12/11/1990	08103466SM	180.00
	Offense: 7/30/2008 RETAIL FRAUD 3RD DEGREE			
▬	SMITH/SHAUNTESA/JANA	12/11/1990	08104560SM	360.00
	Offense: 9/08/2008 RETAIL FRAUD 3RD DEGREE			

Bottom

F3=Exit F12=Cancel
Type options or press ENTER to continue.

The Case Notes Verification screen is an intermediary screen when selecting multiple cases for the entry of a case note. If only one case is selected, this screen will be bypassed and the user will go directly to the case maintenance screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can press F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove for Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed to enter case notes.

Screen function keys are as follows:

F3=Exit Exits Case Notes and returns the user to the Collections Maintenance screen.



F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

**Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes (Multiple Case Update)**

Case Notes 5/27/12 13:34:21

D6000DMC

Case ID . . . : 08103466SM D01 Name . . . : SMITH/SHAUNTESA/JANA
 Address. : 2039 5TH
 MUSKEGON HEIGHTS, MI 49444

MULTIPLE CASE Update - First Case Shown

Press F6=Add Notes or F3=Exit

Date	Time	By	Notes... (■ = Written to ROA)
3/01/12	8:59:14	TED	IN JAIL PER 3/1/12 JAIL REPORTS; ON PV SENTENCES 15 DAYS; P/O OR RCOL UPON REL 3/15/12
2/17/12	9:52:10	TED	RELEASED FROM JAIL PER 2/17/12 JAIL RPTS; PV HRGS PDNG 2/29/12
2/15/12	7:54:09	TED	IN JAIL PER 2/15/12 JAIL REPORTS; ON PV WRNTS

Bottom

F3=Exit F5=View Cases F6=Add Notes F10=Print F12=Cancel

The Case Notes screen will enable the user to add notes pertaining to the selected case(s). The notes are displayed in descending date and time order, this way the most recent case note will be at the top of the list. The notes that were also written to the register of actions will appear in Red.

Special note:

When only one case is selected, on the collections maintenance screen, the user will have the ability to delete case notes with an option 4=Delete, and send a case note to the ROA that was not originally sent to the ROA with an option 7=Move to ROA – Today or option 9=Move to ROA - Actual (not shown in the example above).

If a case note that was also written to the register of actions is deleted, the case note will ONLY be deleted in the Collection system. IT WILL REMAIN IN THE REGISTER OF ACTIONS. You must delete the case note from the register of actions through the normal JIS process.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update)

Screen input edits are as follows:

- The only valid options are 4=Delete (when in single case mode), 7=Move to ROA-Today, and 9=Move to ROA-Actual. All other entries in the Option column will generate an edit error.

Option 7=Move to ROA-Today, will allow the user to move a case note, originally not written to the ROA, to the ROA using the current date as the date of event. Option 8=Move to ROA-Actual, will allow the user to move a case note, originally not written to the ROA, to the ROA using the entered date as the date of event.

Screen function keys are as follows:

F3=Exit	Exits Case Notes and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update.
F10=Print	Generates a print out of all the case's case notes to the user's spooled file.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update) F5=View Cases

<p>View Cases</p> <p>Case ID 08103466SM 08104560SM</p> <p style="text-align: right;">Bottom F12=Cancel</p>	<p>Case Notes 5/27/12 13:34:21</p> <p>03466SM D01 Name . . : SMITH/SHAUNTESA/JANA Address . : 2039 5TH MUSKEGON HEIGHTS, MI 49444</p> <p style="background-color: red; color: white; text-align: center;">MULTIPLE CASE Update - First Case Shown</p> <p>s or F3=Exit</p> <p>e By Notes... (■ = Written to ROA)</p> <p>:14 TED IN JAIL PER 3/1/12 JAIL REPORTS; ON PV SENTENCES 15 DAYS; P/O OR RCOL UPON REL 3/15/12</p> <p>:10 TED RELEASED FROM JAIL PER 2/17/12 JAIL RPTS; PV HRGS PDNG 2/29/12</p> <p>:09 TED IN JAIL PER 2/15/12 JAIL REPORTS; ON PV WRNTS</p> <p style="text-align: right;">Bottom</p>
<p>Cases F6=Add Notes F10=Print F12=Cancel</p>	

The View Cases window will display along the left side of the screen. It will list all currently selected cases for notes update to the user for verification.

Screen function keys are as follows:

F12=Cancel	This key will remove the View Cases window and return the user to the Case Notes maintenance screen.
------------	--



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes Entry

- F5=View Cases Allows the user to view all cases selected for notes update. If in single case update mode, the same case displayed on the top of the screen will appear in the window. If the program is in multiple case update mode, all cases selected for notes update will be listed in the window.
- F8=Add Case ID(s) to Notes
This function key will automatically type all selected case ID(s) into the note directly after the last word entered. Multiple cases will be separated by a comma.
- F12=Cancel Returns the user to the Case Notes screen.



**Maintenance: 1. Collections / Payment Plan
 Option 3=Case Notes
 F10=Print (Case Notes Example Report)**

Page	1	0800 - KALAMAZOO	4/26/07	11:31:36
		Case Notes		
Case ID . . . :	0212753OM	D01	Name . . . : ALEXANDER/JAMES/CURTIS	
			Address . . : 1079 BRIDGE	
			KALAMAZOO, MI 49007	
			Charge . . : FIGHTING	
Date	Time	By	Notes...	ROA
4/26/07	10:36:26	DMC	Defendant has agreed to pay fine by Friday.	
2/22/07	13:52:00	JAY	LTR FROM DEF STATING HE DOESN'T KNOW ANYTHING ABOUT THESE FINES AND THAT HE ONLY KNOW ABOUT CASE A031745FC (FRIEND OF THE COURT). DEF WAS SENT ORDER TO REMIT PRISONER FUNDS FROM DISTRICT COURT AND HAS COPY. DEF DOES OWES THESE FINES.	Y
11/28/06	10:25:30	JAY	ORDER TO REMIT PRISONER FUNDS SENT	Y
** End of Report **				

Maintenance: 1. Collections / Payment Plan Option 5=Request Tax Garnishment

Request for Tax Garnishment

Type information, press Enter.

<p>Plaintiff People of STATE/COUNTY c/o 60TH DISTRICT COURT 990 TERRACE STREET DMC TECH GROUP, MI 49442 Plaintiff's Attorney 36226 TAGUE, TONY, 990 TERRACE ST HALL OF JUSTICE MUSKEGON, MI 49442</p>	<p>Case ID: 04D274096C WRNT Amount Due: 201.00</p> <p>Defendant VANBUREN/KATHLEEN/ 664 HOVEY APT # C MUSKEGON HTS, MI 49444 SSN: 367-70-0</p>
--	---

F3=Exit F4=Prompt F5=Case Id's F12=Cancel
 SSN retrieved for VANBUREN/KATHLEEN/.
 All edits have passed successfully.
 Press Enter to place VANBUREN/KATHLEEN/
 in the Tax Garnishment Review file.

F4=Prompt for Plaintiff Attorney is only available if the Customization Parameter is not set to use Default Plaintiff Attorney. Otherwise it will not display.

If the SSN is on file in the COLLECT system it will be automatically retrieved and placed in this field. It can also be added or updated from this field.

The Request for Tax Garnishment screen will allow the user to view and select a case for tax garnishment. If any of the required information for the Tax Garnishment form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. If all of the information is available the user can press Enter and the case will be marked for tax garnishment and added to the tax garnishment review file where it will remain until it is either printed or deleted.

This process only places the case in "Tax Garnishment Review" status. To further process the case and actually generate the state form, the user will go to the main COLLECT menu option 9. Tax Garnishment Processing, then select option 1. Writ of Tax Garnishment. That procedure is documented in the Tax Garnishment Processing section of the manual.

Screen function keys are as follows:

- | | |
|--------------|---|
| F3=Exit | Exits Request for Tax Garnishment and returns the user to the Collections Main Menu. |
| F4=Prompt | Allows the user (if available) to select the Plaintiff's Attorney from the defined list in JIS. |
| F5=Case ID's | Allows the user to see if multiple cases were selected for the same defendant, even though each case will have a separate Tax Garnishment record. |
| F12=Cancel | Returns the user to the Collections Maintenance screen. |



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

Opt	Name	Date of Birth	Case	Amount Due
-	ALEXANDER/TRENESE/DANTE	3/16/1975	03D259200C	180.00
	Offense: 4/03/2003 SPEED, 1-10 MPH OVER			
-	ALEXANDER/TRENESE/DANTE	3/16/1975	03D261537	54.00
	Offense: 3/10/2003 PARKING, PROHIBITED PARKING			
-	ALEXANDER/TRENESE/DANTE	3/16/1975	03D264535A	201.00
	Offense: 9/25/2003 INSURANCE, NO PROOF OF INSURANCE			

Bottom

F3=Exit F12=Cancel
Type options or press ENTER to continue.

The Notification Letter Verification screen is an intermediary screen when selecting multiple cases for the notification letter. If only one case is selected, this screen will be bypassed and the user will go directly to the text/letter selection screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group'. Using option '4' will not delete the case. It will only remove it from the selected group. The user will not be able to print a notification letter for the selected cases if a name/date of birth combination does not match. The user will need to reselect the correct cases or make the appropriate changes in JIS and then return to this function and try again. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove for Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed in printing the notification letter.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Verification and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

```

D6000DMC                Notification Letter Verification                8/30/13  11:48:38
Type options, press Enter.
4=Remove from Group    5=Case Inquiry
Text Selection
Opt
  Type choice, press Enter.
  Text ID . . ? 101    Print Option . . A
  You were recently ordered to report to pay fines and costs
  in full or report to Court Collections of the 60th District
  Court. As of this date, you have not done so. The
  following cases are outstanding and must be paid in full.
  you must report in person to Court Collections to discuss
  setting up a valid repayment agreement.
  Failure to do so may result in warrants for your arrest.
  F3=Exit    F4=Prompt    F12=Cancel
  F3=E
Type options or press ENTER to continue.
    
```

The Print Option field will always “remember” the last selection just like the Text ID.

The Notification Letter print logic will include all open cases selected with an option 6=Print Notification. If multiple cases are selected for a name/date of birth combination, the application will calculate the total balance due for the selected cases. The user is only required to select one case for the individual.

The Text Selection screen will allow the user to select the text to print on the Notification Letter. It will default to the text that was used the last time a notification letter was printed. When the user wants a different text to print on the Notification Letter, they may key in the appropriate message id and press Enter or press F4=Prompt and they can choose from a list of available letters. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will actually print the letter and update the register of actions.

The message ids correspond to the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

There are three available print options to choose. Amount Due with Totals, Charge Descriptions with no Totals, and Charge Descriptions with Totals. This will allow the users more flexibility when designing and printing letters.

Screen input edits are as follows:

- A valid Text ID must be entered. Anything else will generate an edit error.
- A valid Print Option must be entered. Anything else will generate an edit error



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	Displays a window with all the available notification letters (shown in detail below).
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter F4=Prompt

```

D0800DMC                Notification Letter Verification                4/26/07  10:37:41
                                Statement Text Selection
Type  Type options, press Enter.
4=R   1=Select
Opt   Opt  ID  Statement Text (First 7 Lines)
=     =   101  Our records show that payment on your ticket or file is
-     -   -   delinquent. Please pay immediately to avoid further
-     -   -   LETTER collection activity.
                                Payments may be made by check, certified check, money order
                                or credit card payable to:  8TH DISTRICT COURT
-     -   -   -----
-     -   -   102  Court records indicate that your outstanding balance has
-     -   -   LETTER not been paid. To avoid a warrant for your arrest, please
                                pay immediately.
                                Payments may be made by check, certified check, money order
                                or credit card payable to:  8TH DISTRICT COURT
                                -----
                                Bottom
F3=Exit  F12=Cancel
F3=E
Type
    
```

The Statement Text Selection screen will appear when the user presses F4=Prompt on the Text Selection screen. This screen will display all of the available notification letters currently defined on the system. The user can select the notification letter text they would like to print by putting a one in the option column and pressing Enter. The letter Id selected will then be returned to the Text Selection screen for the user.

The letter ids correspond to the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Statement Text Selection and returns the user to the Text Selection screen. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

```

DG000DMC                Notification Letter Verification                8/30/13  11:48:38
Type options, press Enter.
4=Remove from Group    5=Case Inquiry
Text Selection
Opt
  Type choice, press Enter.
  Text ID . . ? 101    Print Option . . A
  You were recently or in full or report to Court. As of this d following cases are you must report in p setting up a valid r Failure to do so may
  F3=Exit    F4=Prompt
  Add ROA Notes
  Type notes, press Enter.
  F3=Exit    F12=Cancel
  F3=E
Type options or press ENTER to continue.
    
```

The Add ROA Notes screen will appear when the user presses Enter on the Text Selection screen. This screen will allow the user to type in notes to be written to the ROA. If no notes are necessary, leave the screen blank and press Enter. If ROA notes are desired, type in the notes necessary and press Enter. The notes will then be written to the ROA. The system will “remember” the last ROA note entered (no matter what user entered the note) and redisplay the same note for all subsequent letters generated. This will assist when groups of the same type of letters are being generated.

The processing of the Add ROA Notes screen can be tailored to be displayed or not be displayed in the System Customization.

Screen function keys are as follows:

- F3=Exit Exits Add ROA Notes and returns the user to the COLLECT Main Menu.
- F12=Cancel Exits Add ROA Notes and returns the user to the Statement Text Selection screen.



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter Report Example



60th DISTRICT COURT COLLECTIONS
990 Terrace Street
HALL OF JUSTICE
MUSKEGON, MI 49442-3377
(231) 724-6334
www.co.muskegon.mi.us/60thdistrict

Pay Online!



www.GovPayNOW.com
(Monroe Location Code 1483)

8/30/13

KARA MARIE GALARNEAU
1591 RIBLET RD
MUSKEGON, MI 49445

The QR Code is optional and allows for easier payments over the web with a smart phone..

Dear KARA MARIE GALARNEAU:

You were recently ordered to report to pay fines and costs in full or report to Court Collections of the 60th District Court. As of this date, you have not done so. The following cases are outstanding and must be paid in full OR you must report in person to Court Collections to discuss setting up a valid repayment agreement. Failure to do so may result in warrants for your arrest.

Overdue case(s) and amount due is listed below.

10D404931		11D376190B	198.00
12D433379A	135.00	12D433379B	175.00

YOUR TOTAL BALANCE DUE IS: \$508.00

Payments can be made via www.co.muskegon.mi.us/60thdistrict; in person at D.C. Records Office from 8:30 to 4:30 daily; or by credit card 1-877-698-6727. If unable to pay in full; REPORT TO COURT COLLECTIONS DEPT. Collections Dept temporary location 131 E Apple Ave, Room 302. Have financial information available. Make payments at Hall of Justice; 2nd floor Records.

Thank you
Chief Collections Officer



Maintenance: 1. Collections / Payment Plan Option 7=Display ROA

```

Court 0 Case 0312438SM Pty D01 Charge DESTR < $200 Type SM Status WRNT
Name ABBOTT/VINCE/ARMAND

-----
STATE OF MICHIGAN | REGISTER OF ACTIONS | CASE NO: 0312438SM D01 SM
8TH JUDICIAL DISTRICT | | X-REFERENCE #: 0313982
ORI390045J | | STATUS: WRNT
PIN: 0313982 | |
-----

JUDGE OF RECORD:
JUDGE: BRIDENSTINE, PAUL J. P-46410

STATE OF MICHIGAN v
ABBOTT/VINCE/ARMAND CTN: 390300945801
468 JASON CT TCN:
PORTAGE MI 49024 SID: 1353853E
ENTRY DATE: 01/06/04
OFFENSE DATE: 12/07/03
VEHICLE TYPE: VPN:
DOB: 10/31/1966 SEX: M RACE: B DLN: MI A130847071838 CDL:
VEH YR: VEH MAKE: VIN: PAPER PLATE:
-----

NXT ROA CASE 0312438SM PTY D01 COUNT 00 INQ _____ ST ____
F1-Top F2-Bottom F9-Print F13-OutQ Page/Roll F3/F24-Prior
    
```

The JIS register of actions screen will allow the user to look at the register of actions for the case selected. This screen looks the same as it does when the user is navigating thru the JIS system. You will not be able to use the 'NXT' function. Anything entered on the "hop" line will be ignored and the user will be returned to the previous screen.

Special Note:

The "hop" line can be non-displayed by setting a flag in the Customization section of the COLLECT system. See the Customization section of this manual for further details.

Screen function keys are as follows:

F3/F24-Prior Will return the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment / Employer Data

```

D6000DMC                Collections Maintenance                3/22/16  13:52:40
Po _____ Print Wage Assignment _____

Type information, press Enter.
Case . . . . . : 9324082SD
Name . . . . . : SMITH/KENNETH/WAYNE JR

Social Security Number . . ### - ## - 4232
Phone Number . . . . . : _____
Amount . . . . . : _____ .00 per _____
Employer Name . . . . . : _____
Address 1 . . . . . : _____
Address 2 . . . . . : _____
City/ST/Zip . . . . . : _____ ? _____

Case ROA Update . . . . . A ('A'll, 'O'nly, 'S'elect Name/DOB
Print Address Cover Page . N ('Y'es, 'N'o)
Wage Assignment Action . . - ('A'ctive Wage Assignment)
                              ('E'mployer Data Save)

F3=Exit  F4=Prompt  F7=ROA  F12=Cancel
F3       SSN retrieved for SMITH/KENNETH/WAYNE JR.
F1
    
```

The Wage Assignment Action field determines if the Wage Assignment is created or Employer information is stored for later use.

If the SSN is on file in the COLLECT system it will be automatically retrieved and placed in this field. It can also be added or updated from this field. A message will be displayed when the SSN is retrieved.

The Print Wage Assignment Employer Data screen will enable the user to enter the necessary information to appear on the wage assignment form to be sent to an employer for the selected case. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employers name and address showing.

The Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.

The Print Address Cover Page will print an additional sheet of paper with the Employer's name and address in the correct spot to be tri-folded with the wage assignment and mailed with a window envelope. The user can select either 'Y'es or 'N'o for this feature.

The Wage Assignment Action field allows the user to create the actual Wage Assignment (Value = "A") or to gather the defendant's Employer Data (Value = "E") which could be used at a later date to create the Wage Assignment. When Employer Data is saved, a blue **Emp** will be displayed on the main screen dashboard indicator area.

When all information is entered for an Active Wage Assignment, and the user presses Enter, the Amount per Check, Employer Name & Address fields are edited for valid entries and if valid, a wage assignment form is generated. An entry will also be made in the register of actions with the sent date and employer name.



Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment / Employer Data

Screen input edits are as follows:

- Social Security Number is a required entry. If the SSN is on file in the COLLECT system, it will be automatically retrieved and displayed in this field. If not, the user must enter the correct SSN for this Name/DOB in order to proceed.
- Amount is required and must be a non-zero number. Any other value will generate an edit error.
- Per _____ is required and will allow the user to customize the wage assignment to the individual's payment cycle. Any non-blank entry will be accepted and printed. Some examples of entry in this field includes: check, week, or month.
- Employer Name is a required field. A blank employer name will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.
- The Case ROA Update field will accept values of 'A'll, 'O'nly, or 'S'elect. Any other value will generate an edit error.
- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- The Wage Assignment Action field is required and must be an "A"ctive Wage Assignment or "E"mployer Data Save.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen.
F7=ROA	Displays the JIS ROA screen for the current case.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment Reprint

```

D6000DMC                Collections Maintenance                3/22/16  15:24:22
Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
2=P _____ Wage Assignment Reprint Selection _____ .
D=D _____ nt
( Case: 9540809ST      Name: ACKLEY/WILLIAM/EVEAN JR
Opt _____ S
  A Type option, press Enter.
  A 6=Reprint
  A Opt Employer
  A █ SPEEDWAY          Sent Date      Amt per
  A   TOM'S TIRE       8/06/15      50.00 week
  A                    2/24/16      85.00 month
  A
  A
  A
  A F3=Exit  F6=Add  F12=Cancel
F3=E _____ Bottom
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

Multiple active Wage Assignments will display here to allow for reprinting.

The Wage Assignment Reprint Selection screen will appear when the user places option 8=Wage Assignment/Employer Data next to a defendant already on Wage Assignment. If a reprint of the Wage Assignment is needed, option 6=Reprint will be used to generate the form. The Wage Assignment will be reprinted with the original issue date.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Reprint Selection and returns the user to the Collect Main Menu screen.
- F6=Add Allows the user to add multiple active Wage Assignments if the defendant has multiple jobs.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 8=Print Wage Assignment Report Example



Approved, SCAO

ORDER FOR ASSIGNMENT OF WAGES

Original - Court
1st Copy - Employee
2nd Copy - Employer

STATE OF MICHIGAN 8th District Court 123 Elm Street Kalamazoo, MI 99999-9999 269-555-1234	CASE NO. 06117630T
--	----------------------------------

In the matter of: **BREWER/CHESTER/**
925 E VINE ST
KALAMAZOO, MI 49001

SSN: ###-##-2432
 DOB: 05/25/1965
 Phone: 313-343-3433

IT IS ORDERED pursuant to MCL 769.1k:

The "amount per" field will print here exactly as entered on the screen. Care should be taken to avoid misspellings.

- SPEEDWAY GAS STATION**
2312 TELEGRAPH
DETROIT, MI 48888

employer, shall withhold from the earnings due the person named above the amount of **\$ 50.00 per check** effective one week after service upon the employer of a copy of this order. The employer shall indicate the case number on the withholding and shall forward the withholding to the court at the above address.

- The employer shall not use this assignment as a basis, in whole or in part, for the discharge of the employee or for any other disciplinary action against the employee.
- Your compliance with this order is required by law.
- This order shall remain in full force and effect until further order of the court or until the total of **\$ 475.00** has been withheld, whichever comes first.

06/06/2007 _____
 Date Judge Bar No.

NOTE: Wage assignment is a transfer of the right to receive wages, ordinarily effected by means of a contract. As such, wage assignments are not within the scope of the federal wage garnishment law. For purposes of this order, however, wages have been defined based on the federal wage garnishment law. Wages are defined as earnings or compensation paid for personal services whether called wages, salary, commission, bonus, or otherwise, and can include periodic payments under a pension or retirement program. (Title III, Section 302, PL 90-321) When required, withholdings shall be determined using the calculation sheet from SCAO-Approved form MC 14 (Garnishee Disclosure).

CERTIFICATE OF MAILING

I certify that on this date copies of this order were served on the employee and employer by first-class mail to their last-known addresses.

06/06/2007 _____
 Date Signature





Maintenance: 1. Collections / Payment Plan Option 9=Print Wage Cancellation

```

D6000DMC                Collections Maintenance                5/27/09 13:59:45
Position to name . . . _____ or case . . . _____
Type options, press Enter.
5=T _____ Wage Asmt Cncl Select _____
0=S _____

Opt                               Case: 9546131CT      Name: WABINDATO/DAWN/MARIE
- V                               Type option, press Enter.
  1=Select
- V                               Opt Employer      Sent Date      Amt per Chk      Stat S
  - K MART                5/27/09         25.00           WRNT
  - WAL MART              5/22/09         45.00           WRNT
- V
- V
- V                               Bottom           DISP
  9 W                               F3=Exit   F12=Cancel      WRNT
F3=E                               More...
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The Wage Assignment Cancellation Selection screen will display when the selected case has more than one wage assignment associated with it. Otherwise, the user will be taken directly to the Print Wage Cancellation screen (described below). The Wage Assignment Cancellation Selection screen will enable the user to select which wage assignment needs to be cancelled. After the user has selected the wage assignment to be cancelled and pressed Enter, the Print Wage Cancellation screen will display.

Screen input edits are as follows:

- The only valid option is 1=Select. All other entries in the Option column will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Cancellation Selection and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 9=Print Wage Cancellation

```

D6000DMC                Collections Maintenance                4/09/15  10:49:37
                        Wage Cancellation
Po
Ty  Type information, press Enter.
A
I   Case . . . . . : 070894150M                re...
   Name . . . . . : WABINDATO/LORAN/GENE
Op
-   Document Date . . . . . 4/09/15                tat S
   Social Security Number . . . . . ### - ## - 3222        RNT
   Phone Number . . . . . 231-727-3344                RNT
   Employer Name . . . . . JOES
   Address 1 . . . . . 123 ELM STREET                ISP D
   Address 2 . . . . .
   City/ST/Zip . . . . . LANSING MI 32222                RNT
-   Case ROA Update . . . . . S ('A'll, 'O'nly, 'S'elect) Name/DOB        ISP
   Print Form . . . . . Y ('Y'es, 'N'o)                RNT
   Payments being made . . . . . -or- Debt is satisfied . . . . .
   Print Address Cover Page . . . . . N ('Y'es, 'N'o)
   F3=Exit  F12=Cancel
F3  SSN retrieved for WABINDATO/LORAN/GENE.
F1
    
```

The Print Wage Cancellation screen will enable the user to print the Order Canceling Assignment of Wages form to be sent to the appropriate employer. The screen will be filled in with the information from the wage assignment being canceled. If a wage assignment cannot be found for the case selected the screen will display with only the document date entered. The user must then fill in the amount owed and the employer name and address before proceeding. The user can modify the document date and employer address. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employer's name and address showing. The employer name cannot be changed. After the date and address are verified and corrected, if necessary, and the user presses Enter, the Order Canceling Assignment of Wages letter will be sent to the user's spool file.

Screen input edits are as follows:

- Document Date is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.



Maintenance: 1. Collections / Payment Plan Option 9=Print Wage Cancellation

- Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. It will default to the value the Wage Assignment was created with. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.
- Print Form is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- Payments being made is a selection that must be made to indicate the reason for the cancellation. This parameter is required when printing the form and any non-blank entry will place an "X" in the appropriate box on the form.
- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits this feature and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Wage Assignment Cancellation Selection screen (if multiple wage assignments). Otherwise, it will return the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 9=Print Order Canceling Assignment of Wages Report Example

	ORDER CANCELING ASSIGNMENT OF WAGES	Original - Court 1 st Copy - Employee 2 nd Copy - Employer															
Approved, SCMO																	
STATE OF MICHIGAN 60th District Court 222 Test Ave Muskegon, MI 23982 Phone: 225-785-9852	CASE NO. 08X946731																
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;"> In the matter of: <i>(Name(s), Alias(es))</i> </td> <td style="width: 40%; vertical-align: top;"> FABER/DARYN/GENE 5050 W 32ND STREET FREMONT, MI 49412 </td> <td style="width: 30%; vertical-align: top;"> SSN: ###-##-3232 DOB: 12/30/1980 Phone: 231-225-2009 </td> </tr> </table> <p>1. On 05/27/2009 this court entered an order directing</p> <p style="text-align: center;"> JACKSON DAIRY 1 MAIN STREET JACKSON, MI 49855 </p> <p style="padding-left: 40px;">to withhold \$100.00 per check from the earnings owed the person named above.</p> <p>THE COURT FINDS:</p> <p>2. Assignment of wages is unnecessary because <input type="checkbox"/> voluntary payments are being made. <input checked="" type="checkbox"/> the debt has been satisfied.</p> <p>IT IS ORDERED:</p> <p>3. Assignment of wages of the person named above is canceled.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">05/27/2009</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: x-small;">Date</td> <td style="font-size: x-small;">Judge</td> <td style="font-size: x-small;">Bar No.</td> </tr> </table> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> CERTIFICATE OF MAILING </div> <p>I certify that on this date copies of this order were served on the employee and employer by first class mail to their last-known address as defined by MCR 2.107 (C) (3).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">05/27/2009</td> <td style="width: 70%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="font-size: x-small;">Date</td> <td style="font-size: x-small;">Signature</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; font-size: x-small;">MC 391 (3/09) ORDER CANCELING ASSIGNMENT OF WAGES</td> <td style="width: 40%; font-size: x-small;">MCL 769.1X, MCL 771.3(2) (f)</td> </tr> </table>			In the matter of: <i>(Name(s), Alias(es))</i>	FABER/DARYN/GENE 5050 W 32ND STREET FREMONT, MI 49412	SSN: ###-##-3232 DOB: 12/30/1980 Phone: 231-225-2009	05/27/2009			Date	Judge	Bar No.	05/27/2009		Date	Signature	MC 391 (3/09) ORDER CANCELING ASSIGNMENT OF WAGES	MCL 769.1X, MCL 771.3(2) (f)
In the matter of: <i>(Name(s), Alias(es))</i>	FABER/DARYN/GENE 5050 W 32ND STREET FREMONT, MI 49412	SSN: ###-##-3232 DOB: 12/30/1980 Phone: 231-225-2009															
05/27/2009																	
Date	Judge	Bar No.															
05/27/2009																	
Date	Signature																
MC 391 (3/09) ORDER CANCELING ASSIGNMENT OF WAGES	MCL 769.1X, MCL 771.3(2) (f)																

Maintenance: 1. Collections / Payment Plan Option A=Address History

```

D6000DMC                               Collec
Position to name . . . _____
Type FORMS options, press Enter.
5=Tax Garnishment   8=Wage Assig
0=Satisfaction of Obligation   P

Opt  Name ( [X] = Collect Agency)
A  ADKINS/JAMIE/RYAN
   50 SSN AdH Nts PPH Rst
-  ADKINS/JOSEPH/ALAN
   999
-  ADKINS/KATHY/ANN
   999
-  AELLEN/MACK/
-  AFA HOUSING LLC//
   999 AdH Nts PPH
-  AFA HOUSING LLC//
   999 AdH Nts PPH

F3=Exit   F5=All   F6=No Pay Plan
F10=Address Sync   F11=PP History

View info, press Enter. Case: 12144292SM
Current  ADKINS/JAMIE/RYAN
Address: 2701 HUIZENGA
        APT# 74
        MUSKEGON             MI 49444
                                Changed
                                Date
Previous Address(es)
480 GLEN OAKS DR #3C          9/24/12
MUSKEGON             MI 49442
-----
Bottom
    
```

“AdH” listed in the dashboard indicates there are multiple address changes on file. Option “A” will easily view the history.

The Address History inquiry screen is designed to allow the user to easily view all previous addresses on file for a particular case. All of the information displayed on this screen is harvested directly from the ROA. All cases with “AdH” indicator in the dashboard area inform the user of multiple address changes are on file for this case.

Screen function keys are as follows:

F12=Cancel	Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.
------------	--



Maintenance: 1. Collections / Payment Plan Option D=Demographic Info

```

D6000DMC          Defendant Demographic Information      6/05/14  15:27:31
Type information, press Enter.
Name . . . . . : ADKINS/JAMIE/RYAN
Date of Birth. . : 08/10/89   Phone on file. . : 231-220-8878

Defendant Additional Phone Information:
Type... CELL      Phone... 517 555 1212  Provider... ATT
(2)

Defendant Additional Contact Information:
Name...           Ph...           Relation...
(2)
(3)

Review Date Reason...
Source of Income.....

Company Resident Agent Information:
Name.....
Address.....
(2)
City/St/Zip..    -           Phone...
Projected Jail/Prison Out Date...  Inst...
Comments...
(2)
F3=Exit  F12=Cancel  F16=Delete
    
```

The Demographic Information screen is a place for the user to store miscellaneous information without it getting lost in the Notes screen. This information is stored and retrieved by Name/DOB and will remain on the system until manually deleted. The user can use these fields however they see fit. As of now, the information does not go anywhere or is it used for any other feature. The indicator **Inf** will be displayed in the dashboard when this information is entered.

Screen function keys are as follows:

- F3=Exit Exits the Demographic Information screen and returns the user to the Collections Maintenance screen.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.
- F16=Delete This key will permanently delete the Demographic Information record from the system. The user will then be returned to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option E=Event / Payment Inquiry

The previously “invisible” COLLECT progressive statement number has now surfaced and is displayed on the screen. It will also show whether it was found in the Pay Plan (PP) or Non Pay Plan (NPP) file.

```

D6000DMC
Position to name . . .
Type INQUIRY options, p
A=Address History E
I=Pay Plan Payment

Opt Name ( X = Collec
_ AGERSTRAND/SARAH/MAR
  97 SSN AdH Nts PP
E AGERSTRAND/ZACHARY/T
  41 SSN AdH Nts
_ AGNEW/ANNETTE/
  493 SSN Nts PPH
_ AGNEW/DONNA/SUE
  999 SSN Nts PPH
_ AGNEW/MICHAEL/JAYZEL
  339 AdH
_ AGNEW/SHONEE/RANNICA

Event / Payment Inquiry
View info, press Enter. Case ID: 14156825SD
Current AGERSTRAND/ZACHARY/TAYLOR-NELSON #: 1 PP
Address: 15004 BROOKSIDE DR
        SPRING LAKE MI 49456

COLLECT Event / Payment History
        No payments made 01/01/14 thru 04/24/14
-----
04/25/14 THIS CASE ADDED TO PAYMENT PLAN
        Included Case ID(s) on Payment Plan:
        14156825SD
        No payments made 04/25/14 thru 06/02/14
-----
06/03/14 OVERDUE PAYMENT STATEMENT NOTICE SENT.
        Stmt#: 1 Total on Statement: $1,375.00
        Included Case ID(s) & Balance Due:
        14156825SD 1,375.00
        No payments made 06/03/14 thru Today
        Bottom

F3=Exit F5=All F6=N
F10=Address Sync F11=
    
```

The COLLECT Event / Payment Inquiry screen is designed to allow the user to easily view all events in chronological order starting with Offense Date thru current date. All of the information displayed on this screen is harvested directly from the ROA, with a payment lookup between each event. The screen is color coded to relate back to it's event color, with the exception of red (usually bad like a non-payment) or green (usually good like a payment).

Screen function keys are as follows:

- F10=Print This will print the contents of the screen from start to finish. The format is exactly like what is displayed on the screen.
- F12=Cancel Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option E=Event / Payment Inquiry F10=Print - Example

```
Page      1          6000 - DMC TECHNOLOGY GROUP          6/05/14   16:14:31
          COLLECT Event Listing

Case ID . . . : 14156825SD      Name . . . : AGERSTRAND/ZACHARY/TAYLOR-NELSO
                               Address. : 15004 BROOKSIDE DR
                                       SPRING LAKE      MI  49456

                               Charge . . : OPER INTOX 2

COLLECT Event / Payment History
      No payments made 01/01/14 thru 04/24/14
-----
04/25/14 THIS CASE ADDED TO PAYMENT PLAN
      Included Case ID(s) on Payment Plan:
      14156825SD
      No payments made 04/25/14 thru 06/02/14
-----
06/03/14 OVERDUE PAYMENT STATEMENT NOTICE SENT.
      Stmt#: 1 Total on Statement: $1,375.00
      Included Case ID(s) & Balance Due:
      14156825SD      1,375.00
      No payments made 06/03/14 thru Today

                               ** End of Report **
```



Maintenance: 1. Collections / Payment Plan Option H=Pay Plan History

DG000DMC
Payment Plan History Payment Inquiry

View information, press Enter. Name: ABARE/RACHEL/ROSE
DOB: 2/21/85

Date of Agreement . . . : 4/15/10 Grace:5 Total P-P Amt: 164.80
Date of Termination . . : 7/06/10 Satisfied P-P Balance Due: .00
Payment Verification . . : FULL Amount MONTHLY Payment Plan

Pay#	Day	Date	Amount	Date	Amount	Balance	Status
	Due	Due	Due	Paid	Paid		
1	Mon	5/10/10	164.80			164.80	MISSED payment
				7/06/10	129.00	35.80	PAID AFTER PLAN
				7/06/10	35.80	.00	Paid in FULL

Bottom

F3=Exit F5=Case IDs F8=Add'l Info F10=Print F12=Cancel (* Date adj)

This field will indicate the Payment plan was either Manually Deleted or Satisfied.

The Payment Plan History Payment Inquiry screen has the same look and feel as the active Payment Plan Payment Inquiry screen. This history inquiry is designed to take a “snap shot” of the actual Payment Plan as it looked on the termination date.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.
- F5=Case IDs Display a separate window to show all cases that were part of this payment plan.
- F8=Add'l Info Display a separate screen showing all parameters of the original payment plan.
- F10=Print Prints the report in the same format as the screen.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



**Maintenance: 1. Collections / Payment Plan
 Option H=Pay Plan History
 F10=Print - Example**

Page	1	6000 - DMC-MUSKEGON-TEST	6/08/11	14:37:37			
Payment Plan History Payment Report							
Name : ABARE/RACHEL/ROSE			DOB: 2/21/85			
Date of Agreement	. . . : 4/15/10		Total Pay Plan Amt:	164.80			
Date of Termination	. . . : 7/06/10 Satisfied		Pay Plan Bal Due. :	.00			
Payment Verification.	: FULL Amount			MONTHLY Payment Plan			
Pay#	Day	Date	Amount	Date	Amount	Balance	Status
1	Mon	5/10/10	164.80			164.80	MISSED payment
				7/06/10	129.00	35.80	PAID AFTER PLAN
				7/06/10	35.80	.00	Paid in FULL
Case ID's on Payment Plan:	Case ID	Amt Due	Status				
	09109249SM	150.00	PROB				
(* Date Adjusted)		** End of Report **					



Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry

D6000DMC Payment Plan Payment Inquiry

View information, press Enter. Name: DAGEN/RONALD FREDRICK
DOB: 12/06/78

Date of Agreement . . . : 6/28/10 Grace:3 Total P-P Amt: 174.00
Payment Verification . . : FULL Amount P-P Balance Due: **139.00**

MONTHLY Payment Plan

Pay#	Day	Date Due	Amount Due	Date Paid	Amount Paid	Balance	Status	Payment on Case
1	Mon	6/28/10	20.00	6/28/10	15.00	159.00	PARTL - 07D348588	
2	Thu	7/01/10	20.00			159.00	MISSED payment	
3*	Mon	8/02/10	20.00	7/23/10 +	20.00	139.00	RECVD - 07D348588	
4	Wed	9/01/10	20.00					
5	Fri	10/01/10	20.00					
6	Mon	11/01/10	20.00					
7	Wed	12/01/10	20.00					
8*	Mon	1/03/11	20.00					
9	Tue	2/01/11	14.00					

Bottom

F3=Exit F5=Case IDs F10=Print F12=Cancel (* Date adjusted)

The grace period for the payment plan will only be displayed on this screen. It will NOT appear on the printed listing.

The + sign indicates there were multiple payment dates detected. The latest payment date is displayed.

The case ID shown will be the first case the money was applied to for that payment.

The Payment Plan Payment Inquiry screen will enable the user to quickly see the payment history of the individual selected. This screen displays the type of payment plan the individual is on, how much was owed at the start of the plan, how much is still outstanding, and a breakdown of all payments received to date.

If your court uses the Grace Period feature, it will be possible for payment dates to be greater than the due date, if the payment falls within the grace period. Any payments received in the grace period window will be applied to the prior payment period.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
- F5=Case IDs Displays the cases that are currently on the payment plan.
- F10=Print Prints the screen information to a report.
- F12=Cancel Returns the user to the Collections Maintenance screen.





Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry F5 = Display Case IDs

```

D0800DMC                               Payment Plan P
View information, press Enter.   Name:
                                DOB:
Date of Agreement . . . : 6/08/07 Gr
Payment Verification . . : FULL Amount

Pay#   Day   Date   Amount   Date
      Due   Due   Due       Paid
  1  Fri  6/08/07  75.00
  2  Thu  6/21/07  50.00
  3  Thu  7/05/07  50.00
  4  Thu  7/19/07  50.00
  5  Thu  8/02/07  50.00
  6  Thu  8/16/07  50.00
  7  Thu  8/30/07  50.00
  8  Thu  9/13/07  50.00
  9  Thu  9/27/07  50.00
 10  Thu 10/11/07  50.00
 11  Thu 10/25/07  50.00
 12  Thu 11/08/07  50.00

F3=Exit  F5=Case IDs  F10=Print  F12

                                Pay Plan Case IDs
                                View information, press Enter.
                                Case ID      Amount Due  Stat
                                062084118B    114.00    DISP
                                062084118C    204.00    DISP
                                062091380A    160.00    DISP
                                062091380C    150.00    DISP

                                Bottom
                                F3=Exit  F12=Cancel

M0 e                               MW                               02/044
    
```

The Pay Plan Case IDs screen displays all of the cases currently on the selected payment plan.

Screen function keys are as follows:

- F3=Exit Exits Pay Plan Case Id's and returns the user to the COLLECT Main Menu.
- F12=Cancel Returns the user to the Payment Plan Payment Inquiry screen.



**Maintenance: 1. Collections / Payment Plan
Option I=Payment Inquiry
F10 = Print (Report Example)**

Page	1	0800 - KALAMAZOO	4/26/07	11:31:57	
Payment Plan Payment Report					
Name	FALLS/SHAWN/RYAN			Total Pay Plan Amount:	408.00
DOB	7/24/83			Pay Plan Balance Due:	.00
Date of Agreement	3/20/07			WEEKLY Payment Plan	
Payment Verification	FULL Amount				

Pay#	Day	Date	Amount	Date	Amount	Balance	Status
	Due	Due	Due	Paid	Paid		
1	Mon	3/26/07	50.00	3/25/07	14.00	394.00	PARTIAL payment
2	Mon	4/02/07	50.00			394.00	MISSED payment
3	Mon	4/09/07	50.00	4/06/07	80.00	314.00	OVER payment
4	Mon	4/16/07	50.00			314.00	MISSED payment
5	Mon	4/23/07	50.00	4/20/07	50.00	264.00	RECEIVED payment
6	Mon	4/30/07	50.00	4/26/07	264.00	.00	Paid in FULL
7	Mon	5/07/07	50.00			.00	Paid in FULL
8	Mon	5/14/07	50.00			.00	Paid in FULL
9	Mon	5/21/07	8.00			.00	Paid in FULL

Case ID's on Payment Plan:	Case ID	Amt Due	Status
	04C17638B		DISP
	04117170T		DISP

(* Date Adjusted) ** End of Report **



Maintenance: 1. Collections / Payment Plan Option N=SSN Entry

```

D6000DMC                      Collections Maintenance                      4/09/15  10:49:37
Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
 2=Payment Plan      3=Case Notes    6=Notification Letter      7=ROA   More...
 D=Demographic Info N=SSN Entry    R=Reset Lvl      S=Stop/Start   X=Excuse Payment
( X) _____ SSN Entry _____ (C)
Opt Na
N SCHR  Type information, press Enter.
- SCHR  Name . . : SCHROEDTER/ROSALYN/LOUISE
  34    DOB . . : 7/11/67
- SCHR  SSN . . . [red cursor]
  88
- SCHU
- SCHU  F3=Exit   F12=Cancel
- SCHU
- SCHUITEMA/TRACI/MICHELLE      7/28/80 13D461693B
  SSN Nts PPH
Ba1 Due Stat S
110.00 PEND
427.00 PROB
starting 4/14/14
328.80 WRNT
.00 WRNT
.00 WRNT
.00 PEND
More...
F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The SSN Entry screen will enable the user to enter the Social Security Number for the person selected. There must be a Date of Birth on the case record before the system will allow entry of a SSN. SSNs will be encrypted and stored in the COLLECT system database. Due to the encryption, the users WILL NOT be able to query or browse the file to retrieve SSNs. All SSNs are stored and retrieved by Name/DOB. The system will not allow entry of a SSN if the DOB is not entered. The user should just enter the digits of the SSN without editing. The cursor will automatically jump over the “-” positions.

SSNs will remain in the COLLECT system forever or until an authorized user selects and deletes them. So when cases get paid off and closed, the SSN will remain in the COLLECT system just in case a future case for the same Name/DOB is entered. If that does occur, the SSN indicator on the COLLECT Maintenance dashboard will indicate SSN on file.

Screen function keys are as follows:

- F3=Exit Exits the SSN Entry screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan Option P=Print Remit Prisoner Funds

```

D6000DMC                      Collections Maintenance                      3/22/16  13:52:40
                                Order to Remit Prisoner Funds
Po
Ty  Type information, press Enter.
  2
D   Case . . . . . : 05D301791
   Name . . . . . : PACE/WILLIAM/
Op
  SID . . . . .
  Prisoner Number . . . . .
  To . . . . . ?
   Institution . . . . . ?
P   Address 1 . . . . .
  Address 2 . . . . .
  City/ST/Zip . . . . . ?
-
  Print Address Cover Page . Y
  Print MDOC Cover Page . . Y
-
  F3=Exit  F4=Prompt  F7=ROA  F12=Cancel
  Defendant SID is required. Correct in JIS & try again.
F3
F1
    
```

The SID number must be entered in JIS in order to proceed.

The Print Remit Prisoner Funds screen will enable the user to enter the necessary information to appear on the remit prisoner funds form to be sent to the institution for the selected case. If any of the required information for the Remit Prisoner Funds form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institutions name and address showing. When all information is entered, and the user presses Enter, the prisoner number, institution name & address fields are edited for valid entries and if valid, a remit prisoner funds form is generated. An entry will also be made in the register of actions with the sent date and institution name.



Maintenance: 1. Collections / Payment Plan Option P=Remit Prisoner Funds

Screen input edits are as follows:

- Prisoner Number is a required field. A blank prisoner number will generate an edit error.
- Institution Name is a required field. A blank institution name will generate an edit error.
- Either institution address 1 or address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.
- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- Print MDOC Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Remit Prisoner Funds and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid prisons/jails or state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen. Prompt fields are identified with a "?".
F7=ROA	Displays the JIS ROA screen for the current case.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option P=Remit Prisoner Funds Report Example

Approved, SCAO		Original – Court 1 st Copy – MDOC Regional Business Office 2 nd Copy – Defendant				
STATE OF MICHIGAN 60TH Judicial District	ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS	CASE NO. 08D370967				
Court address 60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442		Court telephone no. (231) 724-6294				
<div style="border: 1px solid black; padding: 5px; text-align: center;"> THE PEOPLE OF NORTON SHORES </div> <p style="text-align: center; margin-top: 10px;">Institution name and address</p>	v	<div style="border: 1px solid black; padding: 5px;"> Defendant's name PRAAY/MARLEEN/MARIE </div> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Prisoner no. 45W532</td> <td style="padding: 2px;">DOB 12/28/1986</td> </tr> <tr> <td colspan="2" style="padding: 2px;">SID SID433823</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Send copy of form to:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Michigan Department of Corrections Regional Business Office Court Order Processing 4000 Cooper Street Jackson, MI 49201 </div>	Prisoner no. 45W532	DOB 12/28/1986	SID SID433823	
Prisoner no. 45W532	DOB 12/28/1986					
SID SID433823						
<p>TO: THE WORDEN ALGER MAXIMUM CORRECTIONAL FACILITY INDUSTRIAL PARK DRIVE PO BOX 600 MUNISING, MI 49862</p>						
<p>THE COURT FINDS:</p> <p>1. The defendant owes a balance of \$ <u> \$ 135.00 </u>, not including restitution which is collected by the Department of Corrections in accordance with MCL 791.220h, for the obligation ordered in the judgment of sentence or other order dated <u> November 12, 2008 </u>. (A copy of judgment of sentence or order is attached).</p>						
<p>IT IS ORDERED:</p> <p>2. For payment toward the obligation, the Department of Corrections shall collect 50 percent of all funds received by the defendant over \$50.00 each month.</p> <p>3. If the amount withheld at any one time is \$100.00 or less, the Department of Corrections shall continue collecting funds from the defendant's prisoner account until the sum of the amounts collected exceeds \$100.00, at which time the Department of Corrections shall remit that amount to this court to <input type="checkbox"/> the above address. <input checked="" type="checkbox"/> the following address:</p> <div style="text-align: center; margin: 5px 0;"> 60th District Court Prisoner Division 990 Terrace street Muskegon, MI 49442 </div> <p>4. Withdrawal from the defendant's prisoner account and remittance to this court shall continue until the obligation is satisfied. If the defendant transfers to a facility at which an institutional account is not maintained, or if the defendant is paroled or dies, any withheld funds shall be remitted to this court.</p>						
Date <u>07/20/2010</u>	Judge _____					
<p>CERTIFICATE OF MAILING</p> <p>I certify that on this date I served a copy of this order on the defendant at the institution/facility by first-class mail addressed to his/her last-known address as defined in MCR 2.107(C)(3).</p>						
Date <u>07/20/2010</u>	Signature _____					
MC 288 (3/10) ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS		MCL769.11				

When a specific address is entered in customization, this box will be checked. If the customization is blank or is the same as the court address, the other box will be checked.



Maintenance: 1. Collections / Payment Plan Option R=Reset Statement Number

```

D6000DMC                      Collections Maintenance                      4/09/15  10:49:37

Position to name . . . _____ or case . . . _____
Type MAINTENANCE options, press Enter.
 2=Payment Plan      3=Case Notes      6=Notification Letter      7=ROA      More...
D=Demographic Info  N=SSN Entry      R=Reset Lvl      S=Stop/Start  X=Excuse Payment
(  = 3rd Party Collection Agency)

Reset Statement Number _____
Type choice, press Enter.
SCHROPP/JONATHAN/DANIEL
Pay Plan Level:      2
Reset to Progressive Level . . . 0

F3=Exit  F12=Cancel

Opt Name
_ SCHROEDTER/ROSALYN/LOUISE
R SCHROPP/JONATHAN/DANIEL
  346 SSN Nts 2
_ SCHROPP/ROBIN/LYNN
  388 SSN AdH Nts PPH
_ SCHUCKER/ARTHUR/JACOB
_ SCHUCKER/BRANDON/JAMES
_ SCHUITEMA/TRACI/MICHELLE
  SSN Nts PPH

231SM .00 WRNT
1693B .00 PEND

More...

F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

This field in Pink Highlight shows the COLLECT Progressive Statement Number.

The COLLECT System keeps track of the last statement number sent to the defendant. When a partial payment is applied to the case, the number will automatically reset back to zero. The R=Reset Statement Number will allow the user manually reset the statement number to a lower value. This may be helpful to resend overdue notices if the defendant has any new cases that were never noticed before. The progressive statement number works with this logic:

- When running statement number 1, it will pick from the pool of defendants at level 0 (zero). Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.
- When running statement number 2, it will pick from the pool of defendants at level 1. Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.

And so on and so forth. Once the defendant reaches the maximum statement level that the court policy sets, they will never receive another statement unless a partial payment was received. That will reset the statement number back to zero, and start the cycle all over again. Now the court has the option to manually reset the statement number and re-try the collection effort on any defendant they choose. The ROA will be updated accordingly.

Screen function keys are as follows:

- F3=Exit Exits the SSN Entry screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.





Maintenance: 1. Collections / Payment Plan Option O=Print Satisfaction of Financial Obligation

```

D6000DMC                      Collections Maintenance                      6/06/12  11:11:20
Po                               Satisfaction of Obligation
Ty                               _____
 2  Type information, press Enter.
 A  Case . . . . . : 04058579SM      rt ...
   Name . . . . . : MINYARD/JASON/LEE
Op
 0  SID . . . . . : 2238118E          tat S
   Prisoner Number . . . . . : 123123      ISP
  -  To . . . . . ?                    ISP
   Institution . . . . . ? BELLAMY CREEK CORRECTIONAL FACILITY
   Address 1 . . . . . : 1727 WEST BLUEWATER HIGHWAY      END
  -  Address 2 . . . . .
   City/ST/Zip . . . . . : IONIA ? MI 48846      ROB
  -  Print Address Cover Page . Y      RNT
   Print MDOC Cover Page . . Y      RNT
  -  F3=Exit  F4=Prompt  F12=Cancel      re...
F3  e Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The Print Satisfaction of Financial Obligation screen will enable the user to print a satisfaction of financial obligation form to be sent to the appropriate institution. The screen will be filled in with the information from the remit prisoner funds being terminated. If a remit prisoner funds cannot be found for the case selected a blank screen will display. The user must then fill in the prisoner number and the institution name and address before proceeding. The user can select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institution's name and address showing. After the information is verified and corrected, if necessary, and the user presses Enter, the Satisfaction of Financial Obligation form will be sent to the user's spool file.

Screen input edits are as follows:

- Prisoner number is a required field. A blank prisoner number will generate an edit error.
- Institution Name is a required field. A blank institution name will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.



Maintenance: 1. Collections / Payment Plan Option O=Print Satisfaction of Financial Obligation

- Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- Print MDOC Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Satisfaction of Financial Obligation and returns the user to the Collections Maintenance screen.
F4=Prompt	By placing the cursor on Institution (To) or State will allow the user to select from the appropriate list. Prompt fields are identified with a “?”.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option O=Print Satisfaction of Financial Obligation Report Example

Approved, SCAO		Original - Court 1st copy - MDOC Regional Business Office 2nd copy - Defendant										
STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	SATISFACTION OF FINANCIAL OBLIGATION	CASE NO. 13156235FY										
Court address 60TH District Court, 990 TERRACE STREET, DMC TECH GROUP, MI 49442		Court telephone no. (231) 724-6294										
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	v	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Defendant's name BONNER/MONICA/DENISE</td> </tr> <tr> <td style="width: 33%;">Prisoner no. 314134</td> <td style="width: 33%;">SID 2123633E</td> <td style="width: 33%;">DOB 08/11/1983</td> </tr> <tr> <td colspan="3">Institution name and address CAMP BRANCH 19 FOURTH STREET COLDWATER, MI 49036</td> </tr> </table>		Defendant's name BONNER/MONICA/DENISE			Prisoner no. 314134	SID 2123633E	DOB 08/11/1983	Institution name and address CAMP BRANCH 19 FOURTH STREET COLDWATER, MI 49036		
Defendant's name BONNER/MONICA/DENISE												
Prisoner no. 314134	SID 2123633E	DOB 08/11/1983										
Institution name and address CAMP BRANCH 19 FOURTH STREET COLDWATER, MI 49036												
On <u>April 1, 2016</u> this court entered an order to remit prisoner funds for payment toward an obligation ordered in a judgment of sentence or other order.												
That financial obligation has been paid in full to the court as of <u>April 12, 2016</u> .												
Date <u>04/12/2016</u>		Court clerk/Deputy court clerk										
CERTIFICATE OF MAILING												
I certify that on this date I served a copy of this satisfaction of financial obligation on the defendant at the institution/facility by first-class mail addressed to its last-known address as defined by MCR 2.107(C)(3).												
Date <u>04/12/2016</u>		Signature										
Send a copy of this form by first-class mail, e-mail, or FAX to:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Michigan Department of Corrections Regional Business Office Court Order Processing 4000 Cooper Street Jackson, MI 49201 </td> </tr> </table>				Michigan Department of Corrections Regional Business Office Court Order Processing 4000 Cooper Street Jackson, MI 49201								
Michigan Department of Corrections Regional Business Office Court Order Processing 4000 Cooper Street Jackson, MI 49201												
MC 290 (3/11) SATISFACTION OF FINANCIAL OBLIGATION												



Maintenance: 1. Collections / Payment Plan Option S=Stop Code/Start

D6000DMC Collections Maintenance 6/05/14

Position to name . . . _____ or case . . . _____

Type MAINTENANCE options, press Enter.

2=Payment Plan 3=Case Notes 6=Notification Letter 7=ROA
D=Demographic Info N=S Stop Code Selection

Opt Name (X = Collect

S	SMITH/ANTHONY/RODRIQUE	AdH	Inf	
-	SMITH/ARNESHEIA/RENEE	55	AdH	Nts PPH
-	SMITH/ASHLEIGH/LYNN	SSN	PPH	
-	SMITH/ASIA/NAKAI	125	AdH	
-	SMITH/BENJAMIN/LEE	308	SSN	AdH Nts PPH
-	SMITH/BRADLEY/KEITH JR	406		

Type selection, press Enter.

Stop Code Selection . . . S

Code	Desc/ROA Text
A	Address Stop - Mail returned - bad address
B	STMT STOP; DEF DECLARED BANKRUPTCY
D	Stop Sending Overdue Statements;(NO DOB)
J	STMT STOP; DEF IN JAIL
M	STMT STOP; DEF IN REHAB/OTHER MEDICAL
P	STMT STOP; DEF IN PRISON

F12=Cancel

More...

F3=Exit F5=All F6=No Pay Plan F7=Pay Plan F8=Prison Sats F9=Wage Canc
F10=Address Sync F11=PP History F12=Cancel F20=Legend F23=More Options

All stop codes (except "A" and "S") can be user defined in the Customization area of the system. ROA text for Adding and Removing the stop code can also be user defined.

The main collection screen will also allow the user to stop or start an individual case from receiving a statement. To add a stop code to a case the user needs to put an 'S' in the option column and press Enter. A window will appear if the system has user defined stop codes. If no stop codes other than system supplied stop codes of "A"=Address Stop and "S"=COLLECT Stop, a standard stop code of "S" will be selected. If additional user defined stop codes have been defined on your system, the Stop Code Selection window will be displayed to allow the user to place a specific stop code on the case. This is a way for the users to place specific stop codes on cases and report on those specific cases to better track their progress. The ROA will be updated with the specific text associated with the stop code. The stop code selected will be displayed on the main collect screen.

To remove the stop code the user needs to again put an 'S' in the option column and press Enter, the Stop Code indicator character in the far right hand column of the screen will disappear indicating that the case does not have a stop code. The user defined stop code ROA text will be written to the ROA.

NOTE: The stop code is applied at the case level, so if a defendant has multiple cases that need to be stopped, an 'S' must be placed on all cases.

If an 'A' appears in the stop code column, this will indicate an address stop is applied to the defendant by the Statement Returned Mail Tracking process and can only be removed through Case Address Synchronization when a new address is applied. Any other letter or number appearing in the stop code column will indicate that user defined stop code placed on the case.



Maintenance: 1. Collections / Payment Plan Option S=Stop Code/Start

Screen function keys are as follows:

F12=Cancel

Exits the Stop Code Selection screen and returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option X=Excuse Payment

```

DG000DMC                Payment Plan Excuse Payment                3/22/16  16:44:04

Name: PAYNE/RONALD/LEE JR                DOB: 6/13/84
Date of Agreement . . . . : 3/22/16  Grace:5                Total P-P Amt: 198.00
Payment Verification . . . : FULL Amount                P-P Balance Due: 198.00
Type options, press Enter.                MONTHLY Payment Plan
  1=Excuse WITH EXTENSION  5=Excuse NO EXTENSION  9=Modify Due Date
Opt Pay#  Day  Date  Amount  Date  Amount  Balance Status
          Due  Due   Due     Paid   Paid
  1  Thu  3/31/16  20.00
  2  Fri  4/29/16  20.00
  3  Tue  5/31/16  20.00  ** EXCUSED **
  4  Thu  6/30/16  20.00
  5* Fri  7/29/16  20.00
  6  Wed  8/31/16  20.00
  7  Fri  9/30/16  20.00
  8  Mon 10/31/16  20.00
  9  Wed 11/30/16  20.00
 10* Fri 12/30/16  38.00

Bottom
F3=Exit  F5=Case IDs  F7=Print  F12=Cancel  (*,! Date adjusted)
Payment for 5/31/16 has been EXCUSED.
    
```

The Excuse Payment screen will enable the user to select a Payment date and excuse it with the option of either extending the payment plan, or not extending and adding the excused payment into the last amount due. This feature is to be used sparingly to allow defendants with a valid excuse to miss a payment. All due dates, except the first, past or future can be excused. The status field will indicate which payments have been excused as well as the dollar amount will be set to zero. The Pay Plan Payment Inquiry will also reflect the excused payment. The ROA will be updated with the excused date and whether the Pay Plan was extended or not.

To Excuse a specific payment, type a 1=Excuse WITH EXTENSION or 5=Excuse NO EXTENSION next to the payment and press enter. To undo the excused payment, simply retype the option on the excused payment and press enter. **Keep in mind that reamortization and reprinting the Payment Schedule from within the Pay Plan Maintenance will wipe out any future Excused payments.**

Screen function keys are as follows:

- F3=Exit Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
- F5=Case IDs Displays the cases that are currently on the payment plan.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option X=Excuse Payment Modify/Extend Due Date

```

D6000DMC                Payment Plan Excuse Payment                3/22/16  16:44:04

Name: PAYNE/RONALD/LEE JR                DOB: 6/13/84
Date of Agreement . . . : 3/22/16  Grace:5                Total P-P Amt: 198.00
Payment Verification . . : FULL Amount                P-P Balance Due: 198.00
Type options, press Enter.                MONTHLY Payment Plan
  1=Excuse WITH EXTENSION  5=Excuse NO EXTENSION  9=Modify Due Date

Opt Pay#  Day  Date  Amount  Date  Amount  Balance Status
          Due  Due   Due     Paid   Paid
  1  Thu  3/31/16  20.00
  2  Fri  4/29/16  20.00
  3  Tue  5/31/16
  4  Thu  6/30/16  20.00
  5* Fri  7/29/16  20.00
  6  Wed  8/31/16  20.00
  9  7  Fri  9/30/16  20.00
  8  Mon 10/31/16  20.00
  9  Wed 11/30/16  20.00
 10* Fri 12/30/16  38.00

** EXCUSED **

F3=Exit  F5=Case IDs  F7=Print  F12=Cancel                Bottom
Enter new Due Date within range.                (*,! Date adjusted)
    
```

Option 9=Modify Due Date will “open up” the due date field for modification. The intent of this option is to tweak an entry on rare occasion, not to redefine the entire payment schedule. There are restrictions to the extent of date modification. They are as follows:

1. The lower range of the date is bound by the prior payment number + the number of grace days.
2. The upper range of the date is bound by the following payment number – the number of grace days.

For example with the scenerio above, the user could enter any date from 09/06/16 thru 10/25/16. This includes weekends and holidays due to the fact that more and more courts are taking payments on line.

Once a due date has been modified, the payment number will be marked with an ! to indicate the date has been adjusted. If the date is entirely blanked out, it will default back to its original value. All schedule prints and coupons will reflect the modification. **Keep in mind that reamortization and reprinting the Payment Schedule from within the Pay Plan Maintenance will wipe out any future due date modifications.**



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation

D6000DMC		Satisfaction of Obligation Process		3/22/16	14:14:31
Type options, press Enter.				Mode: ALL Open	
1=View Remit Info 6=Print Satisfaction 7=ROA				Remit Sent	
Opt	Name (X = No Amount Due)	Date of Birth	Case ID	Stat	Date
█	LOGAN/THOMAS/CONRAD	6/07/70	050602070M	DISP	11/19/08
-	SHINE/ROBERT/LEE	9/28/59	050664075M	DISP	11/07/08
-	JOHNSON/CARL/ANTONIO	8/21/78	05069058FY	DISP	11/07/08
-	CREGG/AARON/WILLIAM	7/27/81	05071209ST	DISP	3/12/09
-	TALLMAN/JASON/MICHAEL	5/09/77	06075428SM	DISP	11/19/08
-	EBERT/MARK/EDWARD	5/14/72	06079671SM	WRNT	11/05/08
-	JOHNSON/DEONDRE/KINTE	7/11/89	06079814SM	DISP	2/16/11
-	SMITH/DAVID/BRIAN JR	7/12/62	07084622SM	DISP	11/21/08
-	SMITH/LELAND/ARTEZE	9/02/82	07088270SM	DISP	11/19/08
-	SMITH/DAVID/JONATHAN	10/17/86	07094976SM	DISP	7/30/13
-	SMITH/LELAND/ARTEZE	4/14/88	07095855SM	DISP	12/15/08
-	HUNTER/LANCE/IAN-PATRICK	6/24/90	08098661SM	DISP	11/09/10
-	DURDEN/DARNELL/	9/06/86	08100517SM	DISP	1/08/09
-	HILLSBURG/DALE/ELWOOD	11/27/89	08100697SM	DISP	4/30/09
-	JOHNSON/MICHAEL/JUSTIN	11/12/87	08102369SM	DISP	3/19/09
More...					
F3=Exit F5=Show Closed and/or Zero Balance F10=Report F12=Cancel					

No Amount Due on highlighted cases.

The main collection screen will not display closed cases, so when cases with an active Remit of Prisoner Funds get closed before the Satisfaction of Obligation is printed, users will find the cases to print on this screen along with all other active Remit of Prisoner Funds. Cases with a zero Amount Due will be highlighted.

To view information about the Remit, select option 1 and the Remit Prisoner Funds Information screen will be displayed.

To print individual Satisfaction of Obligation forms, type a 6=Print Satisfaction in the option column next to the desired case and press Enter. Multiple 6's entered will produce a separate form for each case selected.

To view the ROA screen, type a 7=ROA in the option column next to the desired cases and press Enter.

Screen function keys are as follows:

F3=Exit Exits Print Satisfaction of Financial Obligation Process screen and returns the user to the Collections Maintenance screen.

F5=Show Closed and/or Zero Balance – Show All toggle
This function will toggle the screen mode between all cases with an active Remit Prisoner Funds and only those that are Closed or with a zero balance due. The F7=Print all is only available in Closed mode.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation

F7=Print All (Closed/Zero Balance mode)

This function will print the Satisfaction of Obligation form for all cases listed. This is a quicker and easier method than placing 6's on every case listed.

F10=Report

This function will display the report selection screen. The user will enter required information to generate the report.

F12=Cancel

This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation Option 1 – View Remit Info

```
D6000DMC          Remit Prisoner Funds Information          5/27/12  15:25:00
View information, press Enter.
Case ID. . . . . : 01013443CT      Status: WRNT
Name . . . . . : DRUMMER/ISICIDRO/GARNETT
Date of Birth. . . . . : 12/14/80
Current Balance Due. :          294.00
SID . . . . . : 2138832L
Prisoner Number . . . : 711537
To . . . . . :
  Institution . . . : CHARLES EGELER
  Address 1 . . . . : 3855 COOPER ST
  Address 2 . . . . :
  City/ST/Zip . . . : JACKSON, MI  49201
Remit Sent Date. . . : 1/27/09
F3=Exit  F12=Cancel
```

This screen will be displayed when the user selection option 1 from the Satisfaction of Obligation Process screen. It will display all information about the Remit along with Sent Date.

Screen function keys are as follows:

- F3=Exit Exits the Remit Prisoner Funds Information screen and returns the user to the Collections Maintenance screen.
- F12=Cancel Exits the Remit Prisoner Funds Information screen and returns the user to the Satisfaction of Obligation Process screen.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation Option 6 – Print Satisfaction

```

D6000DMC                Satisfaction of Obligation Process                6/06/12  11:17:52
                               Mode: All Open
Ty 1
1  Type information, press Enter.
Op Case . . . . . : 04058579SM  D01
  Name . . . . . : MINYARD/JASON/LEE
  SID . . . . . : 2238118E
  6 Prisoner Number . . . . . : 123123
  To . . . . . ?
  Institution . . . . . ? BELLAMY CREEK CORRECTIONAL FACILITY
  Address 1 . . . . . 1727 WEST BLUEWATER HIGHWAY
  Address 2 . . . . .
  City/ST/Zip . . . . . IONIA ? MI 48846
  Print Address Cover Page . Y
  Print MD0C Cover Page . . Y
  F3=Exit  F4=Prompt  F12=Cancel
  F3=Exit  F5=Show Closed and/or Zero Balance  F10=Report  F12=Cancel
  
```

The Print Satisfaction of Financial Obligation screen will enable the user to print a satisfaction of financial obligation form to be sent to the appropriate institution. The screen will be filled in with the information from the remit prisoner funds being terminated. If a remit prisoner funds cannot be found for the case selected a blank screen will display. The user must then fill in the prisoner number and the institution name and address before proceeding. The user can select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institution’s name and address showing. After the information is verified and corrected, if necessary, and the user presses Enter, the Satisfaction of Financial Obligation form will be sent to the user’s spool file.

Screen input edits are as follows:

- Prisoner number is a required field. A blank prisoner number will generate an edit error.
- Institution Name is a required field. A blank institution name will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation

Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- Print MDOC Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Satisfaction of Financial Obligation and returns the user to the Collections Maintenance screen.
F4=Prompt	By placing the cursor on Institution (To) or State will allow the user to select from the appropriate list. Prompt fields are identified with a “?”.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F9=Wage Assignment Cancellation – Closed Cases

D6000DMC		Wage Assignment Cancellation Process		3/22/16	14:17:59
Type options, press Enter.		All cases are Closed, with No Amount Due			
6=Print Order Canceling Assignment of Wages		7=ROA			
Opt	Name	Date of Birth	Case ID	Asmt Sent Date	
█	ABBEY/CRYSTAL/MARIE	9/10/82	02D252682	2/23/16	
-	DAULT/VINCENT/MICHAL	12/28/85	03047332SM	6/23/06	
-	DAULT/VINCENT/MICHAEL	12/28/85	03047721ST	6/23/06	
-	DAULT/VINCENT/MICHAEL	12/28/85	04D284710B	6/23/06	
-	DAULT/VINCENT/MICHAEL	12/28/85	04058431ST	6/23/06	
-	REEVE/LINETTE/CHRISTEEN	7/27/82	06D318989	6/21/06	
-	VANWYK/DEBORAH/KAY	4/22/50	07D342729A	7/31/07	
-	VANWYK/DEBORAH/KAY	4/22/50	07D342729B	7/23/07	
				Bottom	
F3=Exit		F7=Print All		F9=Cancel All (No Print)	
				F12=Cancel	

The main collection screen will not display closed cases, so when cases with an active Wage Assignment get closed before the Order Canceling Assignment of Wages is printed, users will find the cases to print on this screen.

To print individual Order Canceling Assignment of Wages forms, type a 6=Print Order Canceling Assignment of wages in the option column next to the desired case and press Enter. Multiple 6's entered will produce a separate form for each case selected.

To view the ROA screen, type a 7=ROA in the option column next to the desired cases and press Enter.

Screen function keys are as follows:

- F3=Exit Exits the Wage Assignment Cancellation Process screen and returns the user to the Collections Maintenance screen.
- F7=Print All This function will print the Order Canceling Assignment of Wages form for all cases listed. This is a quicker and easier method than placing 6's on every case listed.
- F9=Cancel All This function will only do the update process (just like F7=Print All) without printing the form. This will require an additional F9 key to be pressed for verification.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F11=Payment Plan History Payment Inquiry

```

D6000DMC          Payment Plan History Payment Inquiry          6/01/09  11:53:52

Position to name . . . _____
Type options, press Enter.
1=Select

Opt Name          DOB          *--- Date of ---*      Total P-P
                    Agree      Term                    Amount
█ AAMODT/PAMELA/SUE      8/24/59      3/10/08  3/13/09              152.00
- ABDULKARIM/ANWAR/ABUBAKAR  5/25/82      3/10/08  3/13/09              234.00
- ARMSTRONG/SHANTAVIA/MARIA  7/01/89      5/27/09  5/27/09              216.00
- BAATZ/GENE/EARL        1/04/69      1/05/09  3/13/09              444.00
- CAGE/ANTHONY/LEROY      7/12/60     11/07/08  3/13/09              440.73
- DABON/CHASITY/MONIQUE    2/23/81      3/11/08  3/13/09              408.00
- DANIEL/HOPE/DEMETRIUS    8/05/61      1/02/09  5/28/09              468.00
- EALY/PATRICIA/         10/28/61     1/23/09  3/13/09              480.00
- FABER/DARYN/GENE        12/30/80     11/10/08  3/13/09              100.00
- FAIR/SHACARLA/MIKEYYATT  7/27/88      1/05/09  3/13/09              240.00
- FAIRLEY/GWENDOLYN/DAPHINE  4/26/68      1/05/09  3/13/09             1,955.54
- FARMER/ALFONZO/LORENZO   5/23/75      3/18/08  3/13/09              512.00
- GABE/MAGIER/R          6/06/63      1/05/09  3/13/09              130.00
- HAAN/GAVIN/RONALD       1/16/80      3/13/09  3/13/09              744.00
                                                More . . .

F3=Exit  F12=Cancel
Worklist positioned to A.
    
```

The main collection screen will display PPH in the dashboard section to indicate the defendant was once on a payment plan. This match is performed on the exact spelling of the name and DOB. If a new case is entered with a slightly different spelling of the name, the PPH will not appear and the user can use this feature to manually look up the individual.

Starting with release 7.0, all payment plans that get terminated, either manually or due to full payment, will be logged in the Payment Plan History files. This history inquiry will provide information on past payment plan performance for the individual.

To position the worklist, simply type the name (all or partial) in the “position to” field and press Enter. The worklist will be set to the first name that matches what was typed.

To inquire on any defendant listed, type a 1=Select in the option column next to the desired name and press Enter. Multiple 1’s entered will inquire pay plan history for each name selected.

Screen function keys are as follows:

F3=Exit Exits the Payment Plan History Inquiry screen and returns the user to the Collections Maintenance screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F11=Payment Plan History Payment Inquiry Option 1 – Select for Inquiry

D6000DMC
Payment Plan History Payment Inquiry 6

View information, press Enter. Name: GABRIEL/RIGOBERTO
 DOB: 6/08/85

Date of Agreement . . . : 1/21/09 Grace:3 Total P-P Amt: 214.00
 Date of Termination . . . : 6/02/09 Manual Delete P-P Balance Due: 214.00
 Payment Verification . . . : FULL Amount MONTHLY Payment Plan

Pay#	Day	Date Due	Amount Due	Date Paid	Amount Paid	Balance	Status
1	Mon	2/23/09	5.00				MISSED payment
2	Tue	3/31/09	15.00				MISSED payment
3*	Fri	5/29/09	30.00	4/23/09	50.00		OVER payment P-P Adj - 4/23/09
4	Tue	6/30/09	30.00				P-P terminated
5	Fri	7/31/09	30.00				P-P terminated
6	Mon	8/31/09	30.00				P-P terminated
7	Wed	9/30/09	30.00				P-P terminated
8*	Fri	10/30/09	30.00				P-P terminated
9	Mon	11/30/09	30.00				P-P terminated
10*	Wed	12/30/09	30.00				P-P terminated
11*	Fri	1/29/10	24.00				P-P terminated

Bottom

F3=Exit F5=Case IDs F8=Add'l Info F12=Cancel (* Date adjusted)

This field will indicate the Payment plan was either Manually Deleted or Satisfied.

The Payment Plan History Payment Inquiry screen has the same look and feel as the active Payment Plan Payment Inquiry screen. This history inquiry is designed to take a “snap shot” of the actual Payment Plan as it looked on the termination date.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections System Main Menu.
- F5=Case IDs Display a separate window to show all cases that were part of this payment plan.
- F8=Add'l Info Display a separate screen showing all parameters of the original payment plan.
- F12=Cancel Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections \ Payment Plan
F11=Payment Plan History Payment Inquiry
Option 1 – Select for Inquiry
F8=Add'l Info

```

D6000DMC          Payment Plan History Payment Inquiry          6/08/09  15:06:19

View information, press Enter.

Name . . . : GABRIEL/RIGOBERTO/          Total P-P Amt:          214.00
DOB . . . : 6/08/85                      Max Duration: 2y-0m

                MONTHLY Payment Plan

Date of Agreement . . . : 1/21/09          (MM/DD/YY)
First Payment Due . . . : 2/23/09          (MM/DD/YY)
Amount . . . . . : 5.00 ($ Expected first payment, if unique.)
Payments Due on the . . . : 31 day of the month. 31=Last day every month.
Payment Start Date . . . : 3/31/09          (MM/DD/YY)
Payment Amount . . . . : 30.00 ($ Expected every payment.)
Payment Verification . . . : F              (F=Full amount, P=Partial amount)
Case ROA Update . . . . : A                (A=All (Name-DOB), 0=Only selected)

Total Statements Sent. . . : 1              (Number)
Re-Amort Date . . . . . : 4/23/09          (MM/DD/YY)
Termination Date . . . . : 6/02/09          (MM/DD/YY)
Reason . . . . . : Manual Delete

F3=Exit  F12=Cancel
    
```

The Payment Plan History Payment Inquiry Additional Information screen will display all parameters of the old payment plan. Include with the pay plan specifics, the total number of statements sent, re-amort date, termination date and reason will also be displayed..

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections System Main Menu.
- F12=Cancel This key will return the user to the previous screen.

Maintenance: 2. Case Address Synchronization

```

D6000DMC                Case Address Synchronization                5/27/09 15:14:11
                                                                Mode: ALL

Position to name . . . _____

Type options, press Enter.      Group:
 1=Select for Group   5=Case Inquiry   7=Display ROA

Opt  Name                               Date of Birth      Case ID           Amount Due
  █  GARRETT/ALVIN/LASALLE              5/19/1969         07087202ST       474.00
  _  GARRETT/ANDREW/SCOTT                7/22/1983         07D342594        108.00
  _  » GARRETT/ANDREW/SCOTT              7/22/1983         07086164SM         .00
  _  » GARRETT/ANDREW/SCOTT              7/22/1983         07086197SM         .00
  _  GARRETT/RACHELLE/ALLEN              9/24/1968         912511CT          15.00
  _  GARRETT/WILLIE/BEN JR               9/16/1966         081013920M        132.00
  _  GARRETT/WILLIE/HENRY                8/06/1951         08106857SM         .00
  _  GARRIS/CARL/LEE                     6/22/1947         07D339426         108.00
  _  GARRIS/DARNELL/LAMAR                4/27/1989         06D323200B        192.00
  _  GARRIS/ETHEL/BELL                   5/07/1951         07D353945         .00
  _  GARRIS/HENDERSON/                  12/11/1974         94D042024         115.00
  _  GARRIS/LURENZO/                    12/03/1986         08D363492         122.00
  _  GARRISON/CATHERINE/ANN              3/25/1956         05D292959A        180.00
                                                                More...
Exit  F5=Restart  F6=All  F7=Differences  F10=Diff Report  F12=Cancel
    
```

The » symbol indicates an address difference from the first Name/DOB encountered.

The Case Address Synchronization Selection will allow the user to change the address on a select group of cases based on the selection criteria. The '»' in the column between the Opt and Name columns indicates the address for the noted individual is different from the first encounter, based on name/date of birth combination. Keep in mind that the difference can be as small as punctuations and/or abbreviations in the address. Once all addresses are identical, the '»' will not be displayed.

The cases in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered. The user can page up/down from any point through the cases no matter where the work-list was positioned.

Include Civil Cases Mode:

When in this mode, both Traffic/Criminal (for all court ids) and Civil cases will be displayed. Civil cases will display in white and Traffic/Criminal cases will display in green. Additional function keys have also been added to the screen: F7=All, traffic, criminal and civil cases will display, F8=Traf/Crim, only traffic and criminal cases will display, and F9=Civil, only civil cases will display. The current screen mode will display in the upper right hand corner of the screen. The functionality of this screen has otherwise been unaltered.



Maintenance: 2. Case Address Synchronization

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the COLLECT System Main Menu.
F5=Restart	Resets the screen to its initial state.
F6=All	Changes the “Mode” of the program to show all open cases on the screen whether or not an address difference is found. The mode is noted in the upper right corner of the screen.
F7=Differences	Changes the “Mode” of the program to show only open cases on the screen where an address difference has been detected. NOTE – when the program is set to this mode, there may be a delay in the displaying of data on the screen. This is caused by the system only looking for those cases with an address difference.
F10=Diff Report	This function will submit the Address Differences Report. This report will only list those cases where a difference is detected on multiple cases grouped by Name/DOB.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 2. Case Address Synchronization Option 1=Select for Group

```

D6000DMC                Case Address Synchronization                5/27/09 15:42:17
                                                                Mode: ALL

Position to name . . . _____

Type options, press Enter.          Group: GARRETT/ANDREW/SCOTT
  1=Select for Group   5=Case Inquiry   7=Display ROA

Opt  Name                Date of Birth          Case ID                Amount Due
-   GARRETT/ALVIN/LASALLE  5/19/1969             07087202ST            474.00
  > GARRETT/ANDREW/SCOTT   7/22/1983             07D342594             108.00
  >> GARRETT/ANDREW/SCOTT  7/22/1983             07086164SM             .00
  >> GARRETT/ANDREW/SCOTT  7/22/1983             07086197SM             .00
-   GARRETT/RACHELLE/ALLEN  9/24/1968             912511CT              15.00
-   GARRETT/WILLIE/BEN JR   9/16/1966             081013920M            132.00
-   GARRETT/WILLIE/HENRY   8/06/1951             08106857SM             .00
-   GARRIS/CARL/LEE        6/22/1947             07D339426            108.00
-   GARRIS/DARNELL/LAMAR   4/27/1989             06D323200B            192.00
-   GARRIS/ETHEL/BELL      5/07/1951             07D353945             .00
-   GARRIS/HENDERSON/      12/11/1974            94D042024            115.00
-   GARRIS/LURENZO/       12/03/1986            08D363492            122.00
-   GARRISON/CATHERINE/ANN  3/25/1956             05D292959A            180.00
                                                                More...
F3=Exit  F5=Restart  F6=All  F7=Differences  F10=Diff Report  F12=Cancel
Selected case(s) added to group.
    
```

This screen will show the user which cases have been selected for synchronization. At this point the user can continue to add cases to the selection group or they can press Enter to proceed to actually synchronize the addresses for the cases selected. The user must be aware that these programs WILL NOT PROHIBIT them from selecting too many individuals. So proceed with caution and visually verify for correct selection.

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the COLLECT System Main Menu.
F5=Restart	Will reset the screen to its initial state. Will remove all cases from the selection group and allow the user to start over with selection.
F6=All	Changes the "Mode" of the program to show all open cases on the screen whether or not an address difference is found. The mode is noted in the upper right corner of the screen.



Maintenance: 2. Case Address Synchronization Option 1=Select for Group

- | | |
|-----------------|---|
| F7=Differences | Changes the “Mode” of the program to show only open cases on the screen where an address difference has been detected. NOTE – when the program is set to this mode, there may be a delay in the displaying of data on the screen. This is caused by the system only looking for those cases with an address difference. |
| F10=Diff Report | This function will submit the Address Differences Report. This report will only list those cases where a difference is detected on multiple cases grouped by Name/DOB. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |

Once the user presses Enter after selecting 1=Select for synchronize, the screen on the next page will be displayed:



Maintenance: 2. Case Address Synchronization Option 1=Select for Group

Opt	Name	Case	Amount Due	Date of Birth	Address
█	GARRETT/ANDREW/SCOTT	07D342594	108.00	7/22/1983	578 WIND DRIFT LN SPRING LAKE, MI 49456
		Offense: 3/09/2007	DLN: G630067760577		Phone No: 0000000000
-	GARRETT/ANDREW/SCOTT	07086164SM	.00	7/22/1983	1312 COLUMBUS APT# 3 SPRING LAKE, MI 49456
		Offense: 7/16/2006	DLN: G630067760577		Phone No: 6168466453
-	GARRETT/ANDREW/SCOTT	07086197SM	.00	7/22/1983	571 WINDRIFF APT# 3 SPRING LAKE, MI 49456
		Offense: 3/09/2007	DLN: G630067760577		Phone No: 6167466453

Bottom

F3=Exit F12=Cancel

The case address synchronization screen will allow the user to select the case with the most accurate address in the selection group, remove a case from the group, or display pertinent case information. In many instances, the offense date can be used to determine the most current address. If none of the addresses are current and/or correct, the user can select any entry listed and simply change all of the information in the Address Info window screen. If the program detects a different driver's license number on any of the entries on the screen, it will highlight the different driver's license number in pink to indicate a possible error.

Screen input edits are as follows:

- The only valid options are 1=Select for Synchronize, 4=Remove from Group, and 5=Case Inquiry, any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen.

Once the user presses Enter after selecting 1=Select for synchronize, the screen on the next page will be displayed:



Maintenance: 2. Case Address Synchronization Option 1=Select for Group Option 1=Select for Synchronization

```

D6000DMC                               Case Address Synchronization          5/27/09  15:44:36

Type options, press Enter.
 1=Select for Synchronize   4=Remove from Group   5=Case Inquiry
                                Date of
Opt Name Case Amount Due Birth Address
 1 GARRETT/ANDREW/SCOTT                    578 WIND DRIFT LN
 07D342594                                Address Info 6
  Offense:                                Type choices, press Enter.
- GARRETT/ANDRE                                Address. . 578 WIND DRIFT LN 6
 07086164SM                                Apt . . .
  Offense:                                City . . . SPRING LAKE
- GARRETT/ANDRE                                State. . ? MI Zip . . 49456 6
 07086197SM                                Phone #. . 0000000000
  Offense:                                Source . .
                                F3=Exit F4=Prompt F12=Cancel

F3=Exit F12=Cancel
Bottom
    
```

The Group Synchronize screen will allow the user to edit the address information in the window. When the user presses enter, if all edits are passed (successful), every record in the underlying work-list will have its Address/Phone Number information updated. An entry will be added to the JIS register of actions indicating the previous address/phone and the 'Source' of the update. The user will be returned to Case Synchronization Selection screen to prep for the next group of cases to be updated.

Screen input edits are as follows:

- The Address, Apt, City, and Zip fields are required. Blanks will generate an edit error.
- The State field must have a valid state abbreviation entered. Any other value will generate an edit error. The '?' indicates the F4-Prompt function is available for the State field.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits Group Synchronization and returns the user to the COLLECT System Main Menu. |
| F4=Prompt | Displays valid State abbreviations for the user to select. |
| F12=Cancel | Returns the user to the Case Address Synchronization screen. |



Maintenance: 2. Case Address Synchronization Option 5=Case Inquiry

```
D6000DMC                               Case Inquiry                               5/27/09  15:47:00
View information, press Enter.
Court/Case/Party . . . : 6000 07D342594  D01   Case Type . . . . : OI
Name . . . . . : GARRETT/ANDREW/SCOTT
Address . . . . . : 578 WIND DRIFT LN           Apt#:
City/State/Zip . . . : SPRING LAKE           MI 49456
Phone . . . . . : 0000000000
Birth Date . . . . . : 7/22/1983
Drivers License . . . : G630067760577
Race/Sex . . . . . : W / M
Offense Date/Time . . : 3/09/2007  16:50
Next Action/Date . . . : CD01  4/03/2007
Amount Due . . . . . :           108.00
Warrant . . . . . : 19
Case Status . . . . . :
F3=Exit  F12=Cancel
```

The Case Inquiry screen displays all pertinent case information to the user.

Screen function keys are as follows:

- F3=Exit Exits Case Inquiry and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Case Address Synchronization Selection screen or the Case Address Synchronization screen.



Maintenance: 2. Case Address Synchronization F10 = Differences Report - Example

Page 1		6000 - DMC-MUSKEGON-TEST Collections - Address Differences Report				5/27/09	15:25:06
Name	Address	Case ID	Pty	Birth	DLN / Off Dt	Amount Due	
ADAME/RAMIRO/	P O BOX 332 SHELBY, MI 49455	030237368C	D01	07/16/1963	A350730013562 05/24/2003	162.00	
	P.O. BOX 332 SHELBY, MI 49455	030399220D	D01	07/16/1963	A350730013562 05/24/2003	.00	
ADAMS/ANTWAN/AMAND	1240 SANFORD ST MUSKEGON, MI 49441	070884748T	D01	11/07/1972	A352067066856 06/11/1992	105.00	
	1240 SANFORD ST MUSKEGON, MI 49441	070884750T	D01	11/07/1972	A352067066856 02/10/1993	125.00	
	1240 SANFORD ST MUSKEGON, MI 49441	070884760T	D01	11/07/1972	A352067066856 08/26/1994	160.00	
	1240 SANFORD ST MUSKEGON, MI 49441 (616)722-1227	9656508CT	D01	11/07/1972	A352067066856 05/15/1996	350.00	
	1240 SANFORD ST MUSKEGON, MI 49441 (616)722-1227	9766840CM	D01	11/07/1972	02/23/1997	348.00	
ADAMS/MICHAEL/DERRICK	2822 WOODCLIFFE MUSKEGON HTS, MI 49444	070354575A	D01	01/16/1968	A352603139045 11/25/2007	228.00	
	2822 WOODCLIFFE MUSKEGON HTS, MI 49444	070354575B	D01	01/16/1968	A352603139045 11/25/2007	312.00	
	2822 WOODCLIFFE MUSKEGON HTS, MI 49444	070354575C	D01	01/16/1968	A352603139045 11/25/2007	180.00	
	2822 WOODCLIFFE MUSKEGON HTS, MI 49444 (231)744-4090	070849248T	D01	01/16/1968	A352603139045 11/25/2007	45.00	
ADAMS/TAMMY/M	765 DUCEY MUSKEGON, MI 49442	030235441B	D01	12/25/1965	A352813659250 03/26/2003	216.00	
	765 DUCEY MUSKEGON, MI 49442 (231)787-2963	030375680T	D01	12/25/1965	A352813659250 03/26/2003	138.00	
ADKINS/AMBER/LEIGH	118 W MUSKEGON AVENUE WHITEHALL, MI 49461 (231)519-0522	081014810T	D01	03/01/1973	A325066501160 06/10/2008	50.00	
	118 MUSKEGON AVENUE WHITEHALL, MI 49461 (231)593-1981	081034419M	D01	03/01/1973	A325066501159 08/21/2008	132.00	

Maintenance: 3. Name Synchronization

```
_D0800DMC                Name Synchronization                4/26/07  10:46:45

To submit job to batch, press Enter.

                                There are no selection parameters associated with this
                                job. Press Enter to submit the job to batch, otherwise
                                press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
```

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names and DOB match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run. If there is a mis-match detected and it cannot be fixed by the program, it will need to be manually fixed before the Overdue Statement job will run.

Screen function keys are as follows:

F3=Exit	Exits Name Synchronization and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print

```

D6000DMC                Statement Print Selection                8/31/10  16:11:53

Type choices, press Enter.

Statement date . . . . . : 8/31/10

Run . . . . . █          (T=Trial Report)
                        (S=Statements)

Print statements for . . . . . _          (1=Payment plan cases)
                                          (2=All other open cases)

Statement number . . . . . ____         (Number)

Maximum number to print . . . . . 200 (Number)

Print Exception Report . . . . . Y    ('Y'es, 'N'o)

Offense date range (from) . . . . . 0/00/00 (Optional - MM/DD/YY)
                        (thru) . . . . . 0/00/00

F3=Exit   F7=Override Selection Criteria   F12=Cancel
    
```

The Standard Statement Print Selection screen will allow the user to print a select group of statements or print a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults entered in the customization area.

Screen input edits are as follows:

'Run'

This field is required and will only accept "T" = Trial or "S" = Statements. Any other value will generate an edit error.

The "T" option will produce a trial report. This report does not update any of the JIS files or the collection files and can be run at any time. It is highly recommended to run this report prior to generating statements, especially if you are new to the collection module. The trial report will be submitted to batch and print when the entire batch has been processed. Report totals will show number of statements and total amount.



Statements: 4. Standard Statement Print

The "S" option will produce the statements. Please insure you have entered all parameters correctly because this option will update JIS and collection files. Once statements have been generated, they MUST be printed because the Collection Module will assume they were all mailed. All statement runs will be logged to the register of actions, the collection's history, and the collection's reprint function. The selected statements will be submitted to batch and print when the entire batch has been processed. A page number will also print on each statement.

'Print Statements for'

This field is required and will only accept 1=Payment Plan Cases or 2=All other open cases. Any other value will generate an edit error.

If you are utilizing the payment plan feature of the software, you will need to select a "1". This will generate the selected run option (T or S) for payment plan cases only. This is required because the process will use the date and payment frequency information from the defined payment plan. Select option "2" if you are not using the payment plan feature or if you are using the payment plan feature and would also like to notify individuals that are not on a payment plan.

'Statement number'

This field is required and will accept any whole number between, and including, 1 through 100. If the Statement text field is not displayed the statement number field will also edit to make sure that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error.

'Statement text'

This field will only display if the system is set up (in the Customization section) to allow entry. This field (if displayed) is required and will accept any whole number between, and including, 1 through 100 and that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error. The user can press F4 in this field to retrieve a list of available statement texts.

'Maximum Number to Print'

This field is required and will accept any non-zero number. Any other value will generate and edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

'Print Exception Report'

This field is required and will accept only "Y"es or "N"o. This field is defaulted from the Customization Parameters and will allow the user to easily turn the generation of the report on or off.

'Offense Date Range'

These fields are optional, but if entered they will only accept valid dates in MM/DD/YY format (the cursor will jump over the slashes "/") where from date is less than or equal to thru date. Any other value will generate an edit error.



Statements: 4. Standard Statement Print

Screen function keys are as follows:

F3=Exit	Exits Statement Print Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	This key will display a list of available statements (see below for further detail).
F7=Override Selection Criteria	This key will display a list of available statements (see below for further detail).
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Statements: 4. Standard Statement Print F4=Prompt

```

D0800DMC                               Statement Print Selection           4/25/07 12:37:42
                                         Statement Text Selection
Type  Type options, press Enter.
      1=Select
Stat  Opt  ID  Statement Text (First 7 Lines)
      =    1
Run   STANDARD  OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
Prin  FILE IS DELINQUENT. PLEASE PAY IMMEDIATELY TO
      AVOID FURTHER COLLECTION ACTIVITY.

Stat
Stat
Maxi  _    2
Offe  STANDARD  COURT RECORDS INDICATE THAT YOUR OUTSTANDING
      BALANCE HAS NOT BEEN PAID. TO AVOID A WARRANT
      FOR YOUR ARREST, PLEASE PAY IMMEDIATELY.

                                         Bottom
F3=Exit  F12=Cancel

F3=E
    
```

The Statement Text Selection screen will appear when the user presses F4=Prompt on the Statement Print Selection screen. This screen will display all of the available standard statements currently defined on the system. The user can select the standard statement text they would like to print by entering a one in the option column and pressing Enter. The standard statement Id selected will then be returned to the Statement Print Selection screen for the user.

The standard statement ids correspond to the standard statement text templates (1 – 100) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit Exits Statement Text Selection and returns the user to the Statement Print Selection screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print F7=Override Selection Criteria

```

D0800DMC          COLLECT Statement Logic Tailoring          4/25/07 12:38:50
OVERRIDE          Batch Level          OVERRIDE
                  Person Level
Type choices, press Enter.          Case Level

Minimum Balance Due . . . . . 1.00 (Greater than or equal)
Defendants Eliminated Cases . . . . . E (I = Include)
                                          (E = Exclude)
                                          (D = Exclude Defendant)
Exclude Blank Address . . . . . N ('Y'es, 'N'o)

OVERRIDE          OVERRIDE
F3=Exit  F12=Cancel
    
```

The Collect Statement Logic Tailoring screen will appear in override mode when the user presses F7=Override Selection Criteria on the Statement Print Selection screen. This will allow the user to override the statement run parameters. It will display the statement customization parameters to the user and allow them to change them for the current run. It will NOT change the customization statement parameters in the customization area.

For more information about each parameter please refer to the Customization section found at the end of this manual.

Screen input edits are as follows:

- Please refer to option 2=Standard Statement Logic Tailoring found in the Customization section of this manual.

Screen function keys are as follows:

- F3=Exit Exits Collect Statement Logic Tailoring Override screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print Statement Sample Form

DATE 9/15/05		 <p>KALAMAZOO COUNTY DISTRICT COURT 416 SOUTH ROSE STREET KALAMAZOO, MICHIGAN 49007 (616) 384-8020</p>
CASE NUMBER	BALANCE	
26339T	120.00	<p>YOUR PAYMENT IS OVERDUE. THE BALANCE IS: \$ 2,370.00</p> <p>MESSAGE: OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR FILE IS DELINQUENT. PLEASE PAY PROMPTLY TO AVOID FURTHER ACTION BY THE COURT. IF YOU FAIL TO RESPOND TO THIS NOTIFICATION, A WARRANT MAY BE ISSUED FOR YOUR ARREST, YOUR WAGES MAY BE GARNISHED AND/OR YOU MAY BE TURNED OVER TO A DEBT COLLECTION AGENCY.</p>
26589T	465.00	
96K83928B	95.00	
96K83928C	75.00	
9800689ACT	365.00	
9800689BCD	1,250.00	<p>PLEASE READ THE REVERSE SIDE OF THIS NOTICE FOR PAYMENT INSTRUCTIONS</p>
		<p>NAME AND ADDRESS</p> <p>ROBERT RAY DAVENPORT PO BOX 2391 KALAMAZOO, MI 49003</p>
		<p>OVERDUE PAYMENT NOTICE</p>



Statements: 4. Standard Statement Print Notification Letter Sample Form



44th DISTRICT COURT
400 East Eleven Mile Road
Royal Oak, MI 48068
(248) 246-3600

***** OVERDUE PAYMENT NOTICE *****

4/04/06

ROBERTO RUDOLPH CALDERON
1033 BATAVIA AVE
ROYAL OAK, MI 48067

Dear ROBERTO RUDOLPH CALDERON:

Our records show that payment on your ticket or file is still delinquent. To avoid a bench warrant, please pay immediately.

You may owe additional fines and costs on other cases not listed on this statement.

Payments may be made by check, certified check, money order or credit card payable to: 44th DISTRICT COURT

Overdue case(s) and amount due is listed below.

D362434	119.00	D362611	240.00
D362611A	312.00	D362611B	240.00

YOUR TOTAL BALANCE DUE IS: \$911.00

If you are unable to pay the entire amount, a payment plan may be available. Telephone the court or report to the clerk's office for payment plan information. Office hours are 8:00 a.m. to 5:00 p.m., Monday - Friday.

Collections Department

44th District Court



Statement: 4. Standard Statement Print Trial Report Example

Page: 1	0800 - KALAMAZOO Statement Trial Print	12/10/07	8:33:57																																
<p>Selection Criteria:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Run</td> <td style="width: 10%;">T</td> <td style="width: 30%;">Trial Report</td> <td style="width: 30%;">Case Level:</td> </tr> <tr> <td>Print Statements for</td> <td>1</td> <td>(Payment Plan Cases)</td> <td>Exclude Cases Older Than 0/00/00</td> </tr> <tr> <td>Statement Number</td> <td>1</td> <td></td> <td>Exclude Warrant Cases Y</td> </tr> <tr> <td>Statement Text</td> <td>1</td> <td></td> <td>Exclude Show Cause Cases Y</td> </tr> <tr> <td>Statement Date</td> <td>12/10/07</td> <td></td> <td>Exclude Future Sched Cases Y</td> </tr> <tr> <td>From Offense Date</td> <td>000000</td> <td></td> <td>Ignore JIS Action Codes N</td> </tr> <tr> <td>To Offense Date</td> <td>000000</td> <td></td> <td>Include Suspended License Fee. Y</td> </tr> </table>				Run	T	Trial Report	Case Level:	Print Statements for	1	(Payment Plan Cases)	Exclude Cases Older Than 0/00/00	Statement Number	1		Exclude Warrant Cases Y	Statement Text	1		Exclude Show Cause Cases Y	Statement Date	12/10/07		Exclude Future Sched Cases Y	From Offense Date	000000		Ignore JIS Action Codes N	To Offense Date	000000		Include Suspended License Fee. Y				
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Page: 36	0800 - KALAMAZOO Statement Trial Print	12/10/07	8:33:57																				
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Total Cases:		924																					
Total Statements:		516																					
** End Of Report **																							



Statements: 4. Standard Statement Print Exception Report Example

Page	1	0800 - Kalamazoo	3/31/06	12:13:05
Collections - Statement Exception Report				
Name	Birth	Case ID	Pty	Reason
ABBOTT/JILL/		P976532	D01	Case not on a PAY PLAN.
ABNEY/FREDERICK/KARANJA	04/24/76	D363505B	D01	WARRANTS exist for the case.
		D363505B	D01	DISPOSITION DATE not entered - case not disposed.
		D363506	D01	WARRANTS exist for the case.
		D363506	D01	DISPOSITION DATE not entered - case not disposed.
BA/THIERNOU/	02/07/81	05-65790	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
CABRERA/JERRY/EDWARD	12/02/69	D365491	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
DAMAVOLITIS/ZOIS/GEORGE	04/28/82	D368846	D01	DISPOSITION DATE not entered - case not disposed.
		D368846	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
DIAMOND/CYNTHIA/ANN	07/04/32	D366653	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
		D366653	D01	LAST ACTIVITY DATE greater than the statement date.
EASON/CHEKIARA/ROSE	04/04/78	R902612	D01	WARRANTS exist for the case.
		R902612	D01	DISPOSITION DATE not entered - case not disposed.
		R902612A	D01	WARRANTS exist for the case.
		R902612A	D01	DISPOSITION DATE not entered - case not disposed.
FAAL-JOBE/HADDY/		P1556653	D01	Case not on a PAY PLAN.
FAIJON/AZIZ/	10/28/83	D365040	D01	WARRANTS exist for the case.
		D365040	D01	DISPOSITION DATE not entered - case not disposed.
HAKALA/RONALD/KEVIN	11/14/57	D361498	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
INGALLS/SCOTT/MICHAEL	04/18/70	05-66087	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
JACKSON/BRITTANIE/NICOLE	11/11/84	D365044B	D01	Case not on a PAY PLAN.
		D365045	D01	WARRANTS exist for the case.
		D365045	D01	Case not on a PAY PLAN.
KADA/SAMIR/YOUSIF	02/21/80	BD521117	D01	WARRANTS exist for the case.
		BD521117	D01	DISPOSITION DATE not entered - case not disposed.
		BD521117	D01	Case not on a PAY PLAN.
LABAJ/MARK/MICHAEL	12/25/71	D362741	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
MACCHIARELLA/BENJAMIN/MICHAEL	09/12/82	D360797A	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
NEAL/KELVIN/MELVON	02/26/81	T857119	D01	WARRANTS exist for the case.
		T857119	D01	DISPOSITION DATE not entered - case not disposed.
OAKLEY/MICHELLE/RENE	05/28/67	D362372	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
PALAJ/TONIN/	09/03/60	D369476	D01	LAST ACTIVITY DATE greater than the statement date.
QUINN/THOMAS/CRAIG	07/11/71	D366828	D01	LAST ACTIVITY DATE greater than the statement date.
		D366828A	D01	WARRANTS exist for the case.
		D366828A	D01	DISPOSITION DATE not entered - case not disposed.
		D366828A	D01	LAST ACTIVITY DATE greater than the statement date.
		D366828A	D01	Case not on a PAY PLAN.
RALKO/SHAWN/MICHAEL	03/20/78	D368981	D01	LAST ACTIVITY DATE greater than the statement date.
SACCO/DAVID/ANTHONY		P1555785	D01	LAST ACTIVITY DATE greater than the statement date.
		P923556	D01	LAST ACTIVITY DATE greater than the statement date.
TABOR/JUSTIN/ANTHONY RENITO	08/31/86	05-66231	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
ULTIMATE/CONCRETE/CONSTRUCTION INC		Z14433A	D01	Case not on a PAY PLAN.
		Z14433B	D01	Case not on a PAY PLAN.
WADE/BRYANT/	04/19/66	BD266071A	D01	WARRANTS exist for the case.
		BD266071A	D01	DISPOSITION DATE not entered - case not disposed.
		BD266071A	D01	Case not on a PAY PLAN.
YASSO/MOUKHLES/	01/01/61	D365976A	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
** End of Report **				



Statements: 4. Standard Statement Print Job Halts Execution – Name Sync Mis-Match

```

                                Display Messages
                                System:      DMCCOURT
Queue . . . . . : QPADEV000B      Program . . . . . : *DSPMSG
Library . . . . . : QSYS          Library . . . . . :
Severity . . . . . : 00          Delivery . . . . . : *NOTIFY

Type reply (if required), press Enter.
From . . . . . : D6000DMC        06/06/14  10:48:10
Name Synchronization found a critical mis-match with the Name/DOB on all
cases within the same Pay Plan. You must make the Name/DOB exactly the
same on all cases in JIS before running Overdue Statements again or you
will receive this same message. Check the report, make the necessary
corrections in JIS and re-run this job. Overdue Statements WILL NOT RUN
until this issue is corrected!

                                Bottom
F3=Exit          F11=Remove a message      F12=Cancel
F13=Remove all   F16=Remove all except unanswered  F24=More keys

```

As part of the effort for the COLLECT System to stay in sync with the JIS System, all spellings of the defendant’s name and date of birth must remain consistent between the two systems. On COLLECT releases prior to V14.06.xx, payment plans would become “orphaned” and cause database problems that would need to be manually corrected by DMC. The system will now alert the users of these name changes and force them to make the spelling of the Name/DOB in JIS consistent with all cases within the same Payment Plan. If a name and/or DOB is updated to something different than what it was when the Pay Plan was entered and a mis-match is found, the above screen will be displayed and the Statement Print job will halt. If a Name/DOB change is detected and is consistent with all other cases on the Payment Plan, the COLLECT System will be automatically updated and processing will continue uninterrupted.

To correct this issue, the user must review the Name Synchronization Report that was generated from the Overdue Statement run and fix (in JIS) the spelling of the Name and DOB that is causing the mis-match. Then run the job again.



Statements: 4. Standard Statement Print Job Halts Execution – Name Sync Mis-Match Report Example

Page: 1	6000 - DMC TECHNOLOGY GROUP NAME SYNCHRONIZATION REPORT	6/06/14 10:48:10
Updated Name	Updated Birth Date Case ID	Original Name Original Birth Date
* PAY PLAN NAME DIFF IN JIS-FIX NOW *		
	10123915SM	EDMONSON/ALAYNA/SUMARRA 11/13/81
	11135165ST	EDMONSON/ALAYNA/SUMARRA 11/13/81
	12146305ST	EDMONSON/ALAYNA/SUMARRA 11/13/81
	13148087SM	EDMONSON/ALAYNA/SUMARA 11/13/81
	13148220SM	EDMONSON/ALAYNA/SUMARRA 11/13/81
** END OF REPORT **		

This report will list all the Payment Plans with a name / DOB discrepancy. Which ever spelling is correct, the rest of the cases on the Payment Plan will need to be updated to the correct spelling.

Fix the issue in JIS and re-run the job.

The spelling of this name (in JIS) will need to be made consistent with the rest of the cases on the Payment Plan before processing will be allowed to continue.



Statements: 5. Warrant Statement Print

```

D6000DMC                Statement Print Selection                8/31/10  16:16:55
WARRANT                WARRANT
Type choices, press Enter.

Statement date . . . . . : 8/31/10

Run . . . . . █          (T=Trials Report)
                        (S=Statements)

Print statements for . . . . . _      (1=Payment plan cases)
                                      (2=All other open cases)

Statement number . . . . . ____      (Number)
Statement text . . . . . ? ____
Maximum number to print . . . . . 200 (Number)

Print Exception Report . . . . . N  ('Y'es, 'N'o)

Offense date range (from) . . . . . 0/00/00 (Optional - MM/DD/YY)
                        (thru) . . . . . 0/00/00

WARRANT                WARRANT
F3=Exit  F4=Prompt  F7=Override Selection Criteria  F12=Cancel
    
```

The Warrant Statement Print Selection screen will allow the user to print a select group of warrant cases on statements or a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 Standard Statement Print on the COLLECT System Main Menu.



Statements: 6. Collection Agency Extract

```

D6000DMC           Collection Agency Extract Selection      8/31/10  16:17:49
COLLECTION AGENCY  COLLECTION AGENCY
Type choices, press Enter.

Extract date . . . . . : 8/31/10

Run . . . . . █      (T=Trials Report)
                    (E=Extract)

Extract for . . . . . _      (1=Payment plan cases)
                    (2=All other open cases)

Statement number . . . . . ____      (Number)

Maximum number to extract . . . . . 200      (Number)

Print Exception Report . . . . . Y      ('Y'es, 'N'o)

Add or replace records . . . . . *REPLACE      (*ADD, *REPLACE)

COLLECTION AGENCY  COLLECTION AGENCY
F3=Exit  F7=Override Selection Criteria  F12=Cancel
The Extract File currently holds 0000000023 records.
    
```

The Collection Agency Extract selection screen will allow the user to print/extract a select group of cases on a trial report or a file to be sent to an outside collection agency. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen, but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 Standard Statement Print on the COLLECT System Main Menu.



Statements: 7. Statement Reprint

```

D0800DMC      Collections Statement Reprint Selection      4/25/07  12:46:59

Position to Run Date . . . _____ (MM/DD/YY)

Type options, press Enter.
5=Display  6=Reprint Statements  7=Show Detail

      *-Statement-*  *----Offense----*
Opt  Run Date  Run Time  User      For  Nbr   Date      Date Range
=    4/24/07  14:19:23:69 D0800DMC  N/L  102  04/24/07
-    4/24/07  14:19:01:54 D0800DMC  N/L  102  04/24/07
-    4/24/07   8:38:38:03 D0800DMC  N/L  102  04/24/07
-    4/24/07   8:35:10:71 D0800DMC  N/L  101  04/24/07
-    4/20/07  15:27:30:00 D0800DMC  ALL   1   04/20/07
-    4/20/07  15:20:12:00 D0800DMC  PPL   1   04/20/07
-    4/20/07  11:37:16:00 D0800DMC  PPL   1   04/20/07

Bottom

F3=Exit  F7=All Statements  F12=Cancel
    
```

This screen will be displayed to the user when menu option 7 is selected from the main menu. This option allows the user to view the history of the statement runs and individual notification letters. The information in this work-list is created every time the user generates statements from menu option '4=Standard Statement Print', '5=Warrant Statement Print' or '6=Collection Agency Extract' on the COLLECT System Main Menu and every time a user selects to print a notification letter from option '6=Notification Letter from Collections Maintenance (option '1=Collections/Payment Plan on the COLLECT System Main Menu).

The line items in the work-list will display in reverse date order (most current date first) with the ability to position to the date the statements were generated. To position the work-list to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The work-list will start with the next line item that begins with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Reprint Statements and 7=Show Detail. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.



Statements: 7. Statement Reprint

Screen function keys are as follows:

- | | |
|-------------------|---|
| F3=Exit | Return to previous display (COLLECT System Main Menu). |
| F7=All Statements | This key will display a list of individuals that have received statements by name. If a person has received multiple statements, there will be multiple entries in the work-list with their name. The screen process for this function key will be outlined in the following pages, explaining the available options. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Statements: 7. Statement Reprint Option 5=Display

```

D6000DMC                Statement Run Information                5/30/12  15:32:51
View information, press Enter.

Run date - time - user . . . : 5/01/12  15:16:18:01  D6000DMC

Trial Report/Statements/Extract . . . : S
Report Type . . . . . : 1
Statement number . . . . . : 2
Statement text . . . . . : 2
Statement date . . . . . : 05/01/12
Offense date range . . . . . : thru
Batch:
  Statement form layout . . . . . : 1
  Maximum number to print . . . . . : 10
  Print exception report . . . . . : Y
  Track returned statements . . . . . : B
  Payment Plan Parameter Override . . : C
Person:
  Minimum balance due . . . . . : 40.00
  Defendants eliminated cases . . . . : I
  Exclude blank address . . . . . : Y

F3=Exit  F12=Cancel
To view additional run information, press Enter.
    
```

This screen will be displayed to the user when option 5 is selected for a statement run in the work-list. If option 5 is selected for an individual notification letter an error will be generated. The information displayed is a snapshot of the parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

F3=Exit Return to previous display (Statement Reprint Selection Screen).

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 7. Statement Reprint Option 5=Display

```

D6000DMC                               Statement Run Information          5/30/12  15:34:04
View information, press Enter.
Run date - time - user . . . . : 5/01/12 15:16:18:01 D6000DMC
Case:
  Exclude cases older than . . . . : 01/01/00
  Exclude warrant cases . . . . . : Y
  Exclude show cause cases . . . . : Y
  Exclude future sched cases . . . . : Y
  Ignore JIS action codes . . . . . : Y
  Include suspended license fee . . : Y
  Inlue only case type . . . . . :
  Use JIS stop notice . . . . . : N
  Check dispostion date . . . . . : Y
  Days after nxt action . . . . . : 10
  After court appearance aging . . . : 30
  Non-plan days . . . . . : 60
  Grace period . . . . . : 10
  Exclude warrant codes . . . . . : 03 16 17 22 23
  Exclude charge codes . . . . . :

F3=Exit  F12=Cancel
    
```

This screen will be displayed to the user when Enter is pressed on the first Statement Run Information screen. The information displayed is a continuation of the snapshot of parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

- F3=Exit Return to previous display (Statement Reprint Selection Screen).
- F12=Cancel Returns to the first Statement Run Information screen.



Statements: 7. Statement Reprint Option 6=Reprint Statements

When option '6=Reprint Statements' is selected for one of the line items in the work-list, all of the statements for the selected run date will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address. All information, other than the address, will be printed as it appeared on the original statement, including statement date.



Statements: 7. Statement Reprint Option 7=Show Detail

```

D6000DMC          Collections Statement Reprint Selection          5/30/12  15:35:18

Run date . . . . . : 5/01/12          Statement date . . . : 05/01/12
Run time . . . . . : 15:16:18:01     Statement number . . : 2
Run user . . . . . : D6000DMC

Position to name . . . _____

Type options, press Enter.
5=Display  6=Reprint Statement

Opt  Name                    Birth      Balance Due
   Name                    Date        on Statement
█  BRANCH/ARTHUR/JDLEVERE    10/12/76    445.00
-  BRAYLOCK/FLOYD/LEE        12/30/55    368.00
-  DRAYTON/LARISA/PATRICE-MICHELLE 12/25/84    359.40
-  GARRETT/KRYSTLE/LANAE     4/28/84     55.00
-  GRAVES/TIMOTHY/ALLEN II    10/10/87    870.00
-  HILDEBRANT/TIMOTHY/EDWARD 10/21/84    25.00
-  KALMAN/JOHN/ROYCE          12/15/85    336.00
-  KISHPAUGH/MICHAEL/ALLEN    7/04/90     240.00
-  MURPHY/BRYAN/PATRICK      11/07/75    150.00

More . . .

F3=Exit  F12=Cancel
    
```

This screen will be displayed to the user when option 7 is selected for one of the line items in the work-list. This option allows the user to view the individual statements or notification letter generated for the run date.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display and 6=Reprint Statements. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options are described in more detail on the following pages.



Mailers: 7. Statement Reprint Option 7=Show Detail Option 5=Display

```
D6000DMC                Statement Information                5/30/12  15:36:52

View information, press Enter.

Run date . . . . . : 5/01/12
Run time . . . . . : 15:16:18:01
Run user . . . . . : D6000DMC
Statement date . . . . : 05/01/12
Statement number . . . . : 2
Name . . . . . : BRAYLOCK/FLLOYD/LEE
Birth date . . . . . : 12/30/55
Total balance due . . . : 368.00 (As sent on statement-May not be current)

Case Id          Balance Due          Case Id          Balance Due          Case Id          Balance Due
on Statement    on Statement    on Statement    on Statement    on Statement    on Statement
12D428632B      100.00
12D436509B      75.00
121381380T      75.00
121385030T      118.00

F3=Exit  F12=Cancel
```

This screen will be displayed to the user when option 5 is selected for one of the line items in the work-list. This option allows the user to view the individual cases that appeared on the statement when it was originally generated.



Statements: 7. Statement Reprint
Option 7=Show Detail
Option 6=Reprint Statement

When option '6=Reprint Statement' is selected for one of the line items in the work-list, the statement selected will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address. All information, other than the address, will be printed as it appeared on the original statement, including statement date.



Statements: 7. Statement Reprint F7=All Mailers

```

D6000DMC          Collections Statement Reprint Selection          5/30/12  15:39:54

Position to name . . . _____

Type options, press Enter.
5=Display  6=Reprint Statement

      ( █ = Collection Agency Run)
Opt  Name ( █ = Too old for Reprint)   Birth   Balance Due  *-Statement-*
      Date on Statement   Nbr      Date
--
AUSTIN/MARY/ANGELA           4/19/59     115.00    1  10/05/05
AUSTIN/MICHAEL/             75.00     1  5/16/00
AUSTIN/MICHAEL/BRIAN       4/07/86     370.00    1  2/07/11
AUSTIN/MICHAEL/BRIAN       4/07/86     370.00    2  11/16/10
AUSTIN/MICHAEL/BRIAN       4/07/86     370.00    1  10/13/10
AUSTIN/MICHAEL/BRIAN       4/07/86     400.00    1  9/14/10
AUSTIN/MICHAEL/BRIAN       4/07/86     90.00     1  4/08/04
AUSTIN/MICHAEL/ELLIOTT     3/06/88     195.00    1  2/09/12
AUSTIN/MICHAEL/ELLIOTT     3/06/88     205.00    1  1/12/12
AUSTIN/MICHAEL/ELLIOTT     3/06/88     225.00    1  12/13/11
AUSTIN/MICHAEL/ELLIOTT     3/06/88      80.00    1  12/14/10
AUSTIN/MICHAEL/ELLIOTT     3/06/88     100.00    1  10/19/10
                                          More...

F3=Exit  F12=Cancel
    
```

This screen will be displayed to the user when 'F7=All Mailers' is selected from the main Statement Reprint screen. This option allows the user to view the statements/mailers and notification letters generated for an individual regardless of the run date. The function should be used when the user does not know the run date and/or needs to locate all mailers and notification letters sent to an individual.

The line items in the work-list will display in alphabetical order by last name. To position the work-list to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The work-list will start with the next line item that starts with or matches the criteria entered.

The case will not be capable of reprinting if the case appears in yellow. This is due to the fact the statement was created with an older version of COLLECT.

If the name appears in pink, that record was part of a 3rd Party Collection Agency Extract.

Screen input edits are as follows:

The only valid options are 5=Display and 6=Reprint Statements. All other entries in the Option column will generate an edit error. You may enter more than one option on the work-list. The options function the same as when they are selected from the Statement Reprint – Option 7 screen. They are defined on the previous pages.



Menus: 8. Reporting

```

D6000DMC                COLLECT System Reporting Menu                8/27/13  14:35:34
Select one of the following:
Reports:
    1. Balance Due
    2. Show Cause Hearing
    3. Payment Plan Partial Payment
    4. Payment Plan Expiration
    5. Money Collected
    6. Money Collected by Event
    7. Statements Sent
    8. Event Sent
    9. Never Received Statement
   10. Wage Assignment
   11. Address Stop
   12. Stop Code
   13. Incomplete Address
   14. Remit Prisoner Funds
   15. Payment Plan Past Due
Type selection, press Enter.  ==> █
F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

This Reporting menu will be displayed to the user when menu option 8 is selected from the main menu. This option allows the user to select which report they wish to produce.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 1. Balance Due

```

D0800DMC                Balance Due Report Selection                4/25/07  13:01:07

Type choice, press Enter.

Report type . . . 1  (1 = All Cases)
                   (2 = Payment Plan Cases)
                   (3 = Non-Payment Plan Cases)

F3=Exit  F12=Cancel
    
```

The Balance Due Report Selection will allow the user to print the balance due report with totals by name/date of birth combination. Type in the 'report type' (if something other than the default value from the customization area is requested) and press Enter. The selected Balance Due report will be submitted to batch and print when the entire report has been generated.

When report type equals:

“1=All Cases” - All currently open cases, both on a payment plan and not on payment plan will be included on the report.

“2=Payment Plan Cases” - All currently open cases on a payment plan will be included on the report.

“3=Non-Payment Plan Cases” - All currently open cases NOT on a payment plan will be included on the report.

Screen input edits are as follows:

- The report type field is a required entry and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non-Payment Plan Cases. Anything else will generate an edit error.



Menus: 8. Reporting

Reports: 1. Balance Due

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Balance Due Report Selection and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 8. Reporting Reports: 1. Balance Due Report Example

Page: 1	0800 - KALAMAZOO BALANCE DUE REPORT						4/26/07 11:37:59
All Cases							
Name	Date of Birth	Case ID	P	Balance Due	Pay Plan	Stop Code	Last Payment Date
ABAUDONADO/LOELA/LE-MANDA	5/26/74	0511526OT		149.00 <u>149.00</u>	Y		2/05/07
ABBOTT/JEREMIE/LETRON	3/06/84	0510678ST		159.00 <u>159.00</u>			11/30/06
ABBOTT/LAZELL/LAMAR	7/12/71	0507226OM		180.00 <u>180.00</u>			
ABBOTT/VINCE/ARMAND	10/31/66	0312438SM		273.60 <u>273.60</u>			6/21/05
ABD-RAHMAN/ZURAIDAH/BINTI ABDUL/HASHIM/	4/06/68 6/15/42	0308285SM 04CK41361B		.00 204.00 <u>204.00</u>			
ABRAHAM/KATINA/ ABRAMOWITZ/SARAH/ANN	7/10/73 5/24/75	0108318SM 00G45176C		.00 120.00 <u>120.00</u>			
ACOSTA/ISMAEL/ ADAMS/BURNNETTER/LYNN	10/31/70 7/17/81	0507107OM 0403808OT		.00 252.00 <u>252.00</u>			
ADAMS/DANIELA/TINNASH ADAMS/EDWARD/ANDREW	8/29/86 8/23/71	0310498SM 04CK43099B 0411810OT 0503789OT 0503953ST		.00 56.40 288.00 204.00 498.00 <u>1,046.40</u>			2/23/05
ADAMS/FRANK/WILLIAM	7/25/67	03H25592A		135.00 <u>135.00</u>			
ADAMS/JAMES/EDWARD	7/18/55	0505183ST		384.00 <u>384.00</u>			
ADAMS/JAMES/JOSEPH	8/15/82	0504950ASD		324.00 <u>324.00</u>			9/20/05
ADAMS/MICHAEL/SHANDALE	12/15/79	0311533SM		329.54 <u>329.54</u>			4/15/04
ADAMS/MICHAEL/TRACY	1/10/56	0311549SM		300.00 <u>300.00</u>			
ADAMS/SONNY/BOY	6/25/53	05CK48380B 0503961OT		132.00 132.00 <u>264.00</u>			3/10/05
ADAMS/VERBERY/RENARD ADAMSON/SERMAN/	9/07/59 10/03/50	0000350SM 0009359SM		.00 .00			

Page: 155	0800 - KALAMAZOO BALANCE DUE REPORT						4/26/07 11:37:59
All Cases							
Name	Date of Birth	Case ID	P	Balance Due	Pay Plan	Stop Code	Last Payment Date
ZUNIGA/CAROL/LOUISE	1/17/58	03H20572C 0310883OT 0405275ST 05Z066665B 0604404OT 0609632OT		90.00 264.00 318.00 222.00 198.00 1.092.00 <u>1,092.00</u>			5/13/04
ZUNIGA/RICARDO/	4/10/87	0703077OT		34.00 <u>34.00</u>			
ZUNIGA/RICARDO/ANGEL	4/10/87	0611185OT		150.00 <u>150.00</u>			
ZYLSTRA/ANDREW/SCOTT	6/11/83	0703645AOD 0703645BOT		.00 .00			1/26/07
ZYSKOWSKI/ALEXANDER/TIMOTHY	2/24/88	0612700SM		.00			
Report total:				723,564.46			
Pay plan totals:				16	defendants cases		
				35			
** END OF REPORT **							



Menus: 8. Reporting Reports: 2. Show Cause Hearing

```

D6000DMC          Show Cause Hearing Report Selection      5/27/09  16:21:51
Type choice, press Enter.
Report selection . . . . . █ (1=Payment plan cases)
                                     (2=All other open cases)
Include cases with number of statements sent . . . 4 (Greater than or equal)
Perform docket test (future scheduled cases) . . . Y (Y=Yes, N=No)
Exclude "Stop Code" cases (regular & address) . . N (Y=Yes, N=No)

F3=Exit  F12=Cancel

```

The Show Cause Hearing Report Selection will allow the user to print the show cause hearing report based on the number of statements sent to an individual. Any individual listed on this report can be scheduled for a show cause hearing using your existing JIS software; they WILL NOT automatically be scheduled from this application. Type in the 'report selection', 'number of statements sent', 'perform docket test', and 'exclude stop code cases' (if something other than the default value from customization is requested) and press Enter. The selected Show Cause Hearing Report will be submitted to batch and print when the entire report has been generated.

When the report selection field equals:

“1=Payment Plan Cases” - Only cases on a payment plan will be included on the report.

“2=All other open cases” - All open cases not on a payment plan will be included on the report.

When the perform docket test field equals:

“Y=Yes” - Only cases that do not have a future schedule date will be included on the report.

“N=No” - All eligible cases will be included on the report.

When the exclude stop code cases field equals:

“Y=Yes” - Only cases that do not have a current COLLECT stop code (either regular or address) will be included on the report.

“N=No” - All eligible cases will be included on the report.



Menus: 8. Reporting

Reports: 2. Show Cause Hearing

Screen input edits are as follows:

- The 'report selection' field will only accept a 1=Payment Plan Cases or 2=All Other Open Cases. Any other value will generate an edit error.
- The 'include cases with number of statements sent' will accept any non-zero number. Any other value will generate an edit error.
- The 'perform docket test' will only accept a Y=Yes or N=No. Any other value will generate an error.
- The 'exclude "Stop Code" cases' will only accept a Y=Yes or N=No. Any other value will generate an error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Show Cause Hearing Report Selection and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 8. Reporting Reports: 2. Show Cause Hearing Report Example

Page: 4	6000 - DMC TECHNOLOGY GROUP SHOW CAUSE HEARING REPORT Payment Plan Cases	6/06/14 11:24:20 Perform Docket Test: Y Exclude "Stop Code" Cases: N					
Minimum Statements Sent: 2							
Name	Date of Birth	Case ID	P	Balance Due	Last Stmt	Last Payment	Days Overdue
WIGGINS/AMY/LYNN	1/19/76	13D465734		75.00	3/12/14	2/10/14	116
WILLIAMS/DARCELL/RENEE	1/24/88	13149200SD	Y	1,425.00	4/29/14	2/07/14	119
YONKER/JUSTIN/DAVID	9/12/86	13X041689B 13157089ST		294.00 474.00	3/19/14 3/19/14	1/10/14 1/10/14	147 147
YOUNG/VICKI/LYNN	3/14/65	13154051ST		225.00	4/16/14	3/19/14	_79
** END OF REPORT **							



Menus: 8. Reporting

Reports: 3. Payment Plan Partial Payment

```
_D0800DMC          Pay Plan Partial Payment Rpt          4/25/07 13:03:37  
  
To submit job to batch, press Enter.  
  
There are no selection parameters associated with this  
job. Press Enter to submit the job to batch, otherwise  
press F3=Exit or F12=Cancel to return to the menu.  
  
F3=Exit  F12=Cancel
```

The Payment Plan Partial Payment Report lists all of the individuals on a payment plan who have made partial payments. It will list the scheduled date of the payment, when the payment was made, and amount. After the user presses Enter, the Payment Plan Partial Payment Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan Partial Payment Report Submit and returns the user to the COLLECT System Reporting Menu.
- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 3. Payment Plan Partial Payment Report Example

Page: 6	0800 - KALAMAZOO					6/07/07 11:28:14	
PAYMENT PLAN PARTIAL PAYMENT REPORT							
Name	Date of Birth	Pay#	Date Due	Amount Due	Date Paid	Amount Paid	
WILLIAMS/SHARNITA/LATEE	4/23/87	3	8/06/05	50.00	7/21/05	20.00	
		5	10/05/05	50.00	10/03/05	20.00	
WILLIAMS/TARNELL/	3/23/75	1	2/05/06	100.00	2/06/06	20.00	
WRIGHT/JACKEL/ANN	11/28/65	1	5/21/04	50.00	4/23/04	45.00	
YAISRAEL/CARRIE/LEA	6/02/73	5	9/05/05	25.00	8/12/05	10.00	
		7	11/04/05	25.00	10/27/05	10.00	
ZIMMERMAN/JOHN/PAUL	12/12/66	7	2/27/06	25.00	2/24/06	10.00	
Number of defendants on a payment plan:			1,592				
Number of defendants with partial payments:			130				
Number of partial payment entries found:			152				
** END OF REPORT **							



Menus: 8. Reporting Reports: 4. Payment Plan Expiration

```
D6000DMC          Payment Plan Expiration Report Selection    6/02/08  08:11:52
Type choice, press Enter.
Days within expiring . . . . . 45 (Number of days)

F3=Exit  F12=Cancel
```

The Payment Plan Expiration Report lists all of the individuals on a payment plan who’s plan is going to end still owing money because the maximum duration entered ended the plan before it was completely paid off. After the user presses Enter, the Payment Plan Expiration Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- The ‘Days within expiring’ field will only accept a whole number. Any other value will generate an edit error.

Screen function keys are as follows:

- | | |
|-------------|--|
| F3=Exit | Exits Payment Plan Expiration Report Selection and returns the user to the COLLECT System Reporting Menu. |
| F12= Cancel | This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency. |





Menus: 8. Reporting

Reports: 4. Payment Plan Expiration

Report Example

Page	1	6000 - DMC-MUSKEGON-TEST				6/03/08	8:47:17
		Collections - Payment Plan Expiration Report					
Payment plans set to expire within 45 days.		Report only includes Payment Plans reaching the Maximum Duration and a balance due.					
Name	DOB	Payment Frequency	Date of Agreement	Total Pay Plan Amt	Expire Date	Case ID	Remaining Amount Due
ABBATOY/FREDRICK/LEE JR	6/20/85	MONTHLY	6/04/07	280.00	6/30/08	07D351091 07090544ST	85.00 195.00
						TOTAL:	280.00
Total Payment Plans set to Expire:		1					
** End of Report **							



Menus: 8. Reporting Reports: 5. Money Collected

```

D6000DMC                Money Collected Report Selection          6/02/11  14:41:18

Type choices, press Enter.

Report basis . . . . . █          (1 = Payments)
                                   (2 = Statements)

Date range . . . . . 6/02/11 to 6/02/11  (MM/DD/YY)

Number of days from last stmt/payment . 90  (Number, 999 = Any Statement)

Report type . . . . . 1          (1 = Stmt/Payment Detail)
                                   (2 = Full Detail)
                                   (3 = Summary)

Include only case type(s). . . . . ?  FY  GC  LT  OK  (JIS Case Types)
                                   SK  _  _  _  (Leave blank for all)
                                   _  _  _  (Use F4 to modify)
                                   _  _  _
                                   _  _  _

F3=Exit  F4=Prompt  F12=Cancel
    
```

The Case Types here are defined in Customization. They can only be modified by using the F4=Prompt key.

The Money Collected Report Selection will allow the user to print the Money Collected Report based on Payments or Statements. Type in the report basis, date range in MM/DD/YY format (if different from current date default), number of days from the last stmt/payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'report basis' field equals:

1=Payments - All JIS payment records between the date range selected will be included. Bond or bond forfeitures will NOT be included.

2=Statements - All statement/mailers mailed out during the date range selected will be included.

When the 'date range' field equals:

The date range will be used as entered for either payments or statements/mailers (as selected above). If the user only wants to see information for a specific date, enter the same date for both date parameters.



Menus: 8. Reporting

Reports: 5. Money Collected

When the 'number of days' field equals:

If using '1=Payments', the report will look back the entered number of days prior to the payment date to see if a statement mailer was generated on this case. This will allow the user to separate statement payments from non-statement payments, or to discredit the payment on a stale statement. If you use 999, it will look to the beginning of time prior to the payment and report payments if any statement was generated on this case.

If using '2=Statements', the report will look forward the entered number of days after the actual statement date to determine if payments occurred after the statement. If you use 999, it will look through the current date for any payment made since the statement date.

When the 'report type' equals:

1=Statement/Payment Detail

If the user selected '1=Payments', the report will produce detail on just the payments from statements within the number of days entered. The summary page will print at the bottom of the report.

If the user selected '2=Statements' the report will produce detail for all statements with payments within the number of days entered. The summary page will print at the bottom of the report.

2=Full Detail

If the user selected '1=Payments', the report will produce both statement and non-statement detail. The summary page will print at the bottom of the report.

If the user also selected '2=Statements', the report will produce detail for all statements generated in that time range with or without payments made. The summary page will print at the bottom of the report.

3=Summary

The summary page will be the only information printed.

When the 'Include only case type(s)' equals:

All Blanks

Every case type will be included on the report.

Any valid JIS case type (multiples accepted)

The program will only include on the report the case type(s) selected. This feature will allow the user to segregate the data for the report down to the selected case types.



Menus: 8. Reporting

Reports: 5. Money Collected

Screen input edits are as follows:

- The report basis field is required and will only accept a 1=Payments or 2=Statements. Any other value will generate an edit error.
- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The number of days from last statement/payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all statements will print as long as they fall within the date range (no additional days will be added).
- The report type field is required and must contain a 1=Stmt/Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	This key will display a window screen to allow the user to add/remove the default case types for the report. Case types cannot be modified without using the F4=Prompt key. The list of case types will always default back to what is defined in the customization section, no matter what was modified with the F4=Prompt key.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 5. Money Collected

Report Example based on Payments

6000 - DMC-MUSKOGON-TEST									
Collections - Money Collected Report									
Page 1									
6/02/11 15:04:44									
Selection Parameters: Payments From 01/01/05 To 06/02/11 Days from Last Statement: 90 Report Type: Statement Detail									
Case Type(s): FY-GC-LT-OK-SK									
Name	Case	Party	Cnt	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan
ABBEY/DANIELLE/MARIE	05D310925	D01	1	02/09/06	12.00	12.00	02/08/06	M	
ABRAHAM/RICHARD/ALAN	06D317386	D01	1	03/20/06	45.00	45.00	03/15/06	M	
ADAMS/ANGELA/MARIE	05D299409	D01	1	08/12/05	45.00	45.00	07/13/05	M	
AHMADA/ALEX/	06D330730	D01	1	11/03/06	54.00	54.00	10/05/06	M	
ALDRED/BARBARA/ALICE	07D336429	D01	1	06/05/07	66.00	66.00	05/02/07	M	
ALEXANDER/JACOB/AARON	04D290053	D01	1	05/01/07	55.00	55.00	02/21/07	M	
ALEXANDER/JACOB/AARON	04D290053	D01	1	11/14/07	79.00	79.00	09/19/07	M	
ALEXANDER/JACOB/AARON	05D308733	D01	1	11/14/07	211.00	211.00	09/19/07	M	
ALEXANDER/LIONEL/JR	06D323240	D01	1	07/07/06	45.00	45.00	07/06/06	M	
ALEXANDER/REBECCA/CAROL	05D309455	D01	1	12/15/05	25.00	25.00	12/07/05	M	
ALI/MURAM/IBN	06076274FY	D01	3	05/04/07	50.00	50.00	05/02/07	M	
ALI/MURAM/IBN	06076274FY	D01	3	06/01/07	100.00	100.00	05/02/07	M	
ALLEN/DENISE/PATRICIA	06D336640	D01	1	05/17/07	15.00	15.00	04/18/07	M	
ALLEN/DENISE/PATRICIA	06D336640	D01	1	05/24/07	15.00	15.00	04/18/07	M	
ALLEN/DENISE/PATRICIA	06D336640	D01	1	06/01/07	15.00	15.00	04/18/07	M	
ALLEN/DENISE/PATRICIA	06D336640	D01	1	06/07/07	15.00	15.00	04/18/07	M	
ALLEN/DENISE/PATRICIA	06D336640	D01	1	06/14/07	6.00	6.00	04/18/07	M	
ALLEN/LATRICE/JENEIL	08D372361	D01	1	03/04/09	66.00	66.00	02/04/09	M	
ALSTON-PATTERSON/CHARLOTTE/REN	07D327538B	D01	1	04/01/08	36.00	36.00	03/12/08	M	
ANDERSON-WILLIAMS/HELEN/LOUISE	10D394058	D01	1	05/25/10	30.00	30.00	05/18/10	M	PP
ANDERSON-WILLIAMS/HELEN/LOUISE	10D394058	D01	1	06/29/10	20.00	20.00	05/18/10	M	PP
ANDERSON-WILLIAMS/HELEN/LOUISE	10D394058	D01	1	08/04/10	25.00	25.00	05/18/10	M	PP
ANDERSON/CHARLES/	07D335973	D01	1	04/16/07	55.00	55.00	04/04/07	M	
ANDERSON/CORY/SCOTT	09110675FY	D01	5	05/04/10	10.00	5,890.90	05/04/10	M	PP
ANDERSON/HELEN/LOUISE	05D290218	D01	1	03/16/05	35.00	35.00	03/09/05	M	
ANDERSON/PAUL/BRIAN	07535778	D01	1	11/20/07	15.00	15.00	11/14/07	M	
ANDERSON/TRACY/LYNETTE	05D317170	D01	1	03/06/06	45.00	45.00	02/22/06	M	
ANDREWS/CHRISTINA/LYNN	05D309444	D01	1	03/09/06	54.00	54.00	03/01/06	M	

6000 - DMC-MUSKOGON-TEST									
Collections - Money Collected Report									
Page 62									
6/02/11 15:04:44									
Selection Parameters: Payments From 01/01/05 To 06/02/11 Days from Last Statement: 90 Report Type: Statement Detail									
Case Type(s): FY-GC-LT-OK-SK									
Name	Case	Party	Cnt	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan
04/20/10	Statement # 1				555.00		2	Cases in date range.	
04/20/10	Statement # 2				60.00		1	Cases in date range.	
04/27/10	Statement # 2				36.00		1	Cases in date range.	
05/04/10	Statement # 1				390.00		3	Cases in date range.	
05/11/10	Statement # 1				10.00		0	Cases in date range.	
05/11/10	Statement # 2				180.00		2	Cases in date range.	
05/18/10	Statement # 2				45.00		1	Cases in date range.	
05/25/10	Statement # 2				190.00		2	Cases in date range.	
05/25/10	Statement # 3				140.00		1	Cases in date range.	
06/01/10	Statement # 1				390.00		2	Cases in date range.	
06/01/10	Statement # 3				180.00		2	Cases in date range.	
06/15/10	Statement # 2				45.00		1	Cases in date range.	
06/15/10	Statement # 110				317.00		0	Cases in date range.	
06/22/10	Statement # 1				160.00		1	Cases in date range.	
06/29/10	Statement # 1				181.00		3	Cases in date range.	
07/13/10	Statement # 1				75.00		1	Cases in date range.	
07/21/10	Statement # 1				75.00		1	Cases in date range.	
07/28/10	Statement # 1				45.00		2	Cases in date range.	
08/04/10	Statement # 1				100.00		1	Cases in date range.	
Total Money Collected					115,797.30		921	Cases in date range.	
Statement Summary by Statement Number									
Statement # 1					61,987.83		505	Cases in date range.	
Statement # 2					22,064.18		164	Cases in date range.	
Statement # 2					30,415.29		247	Cases in date range.	
Statement # 104					743.00		4	Cases in date range.	
Statement # 110					317.00		0	Cases in date range.	
Statement # 800					270.00		1	Cases in date range.	
Total Money Collected					115,797.30		921	Cases in date range.	
Total Money Collected - Pay Plan No Statement Sent:					25,097.01		35	Cases in date range.	
Total Money Collected - Pay Plan Statement Sent:					7,712.73		52	Cases in date range.	
Total Money Collected - No Statements Sent:					773,156.61		3,958	Cases in date range.	
Total Money Collected - Statements Sent:					115,797.30		921	Cases in date range.	
Report Totals for Selected Date Range:					921,763.65		4,966		

** End of Report **



Menus: 8. Reporting

Reports: 5. Money Collected

Report Example based on Statements

Name	M/L	Amount Due	Case	Party	Statement Date	Nbr	Payment Date	Payment Amount	Pay Plan	
BOYD/TRAVIS/EMERSON	M	336.00	08099803FY	D01	01/20/10	1	03/26/10 +	132.00		
CAREFELLE/MATTHEW/IAN	M	75.00	09D396324	D01	01/20/10	1	02/05/10	75.00		
HARTMAN/LIBBY/ANN	M	150.00	09112093FY	D01	01/06/10	1	01/19/10	150.00		
Statement Summary by Date and Statement Number										
01/06/10	Statement #	1			150.00			1	Cases in date range.	
01/20/10	Statement #	1			207.00			2	Cases in date range.	
	Total Money Collected:				=====			3	Cases in date range.	
Statement Summary by Statement Number										
	Statement #	1			357.00			3	Cases in date range.	
	Total Money Collected:				=====			3	Cases in date range.	
Number of Statements mailed during period specified:						16				
Number of Statements paid (as of run date):						3				
Number of Cases on selected statements during period specified:						16				
Number of Cases paid (as of run date):						3				
Total amount owed during period specified:						10,244.33				
Total amount paid (as of run date):						357.00				
** End of Report **										



Menus: 8. Reporting Reports: 6. Money Collected by Event

```

D6000DMC      Money Collected by Event Report Selection      8/27/13  15:06:50
Type choices, press Enter.
Date range . . . . . 8/27/13 to 8/27/13 (MM/DD/YY)
Number of days from last payment . . . . 100 (Number, 999 = Any Payment)
Report type . . . . . 1 (1 = Payment Detail)
                                     (2 = Full Detail)
                                     (3 = Summary)
Event codes to be used:
Code Desc          Code Desc          Code Desc          Code Desc
Q010 STMT SENT      Q013 WARRANT LTR  Q014 PROB LTR SNT  Q015 NOTF LTR SNT
Q021 ADD PAY PLAN  Q027 COL AGENCY  Q030 TXGARN FILED  Q031 REMIT PRIS
Q033 WAG ASN FIL

F3=Exit  F7=Override Event Codes  F12=Cancel
    
```

The Money Collected by Event Report Selection will allow the user to print the Money Collected by Event Report. This report is similar to the Money Collected Report based on payments, except this report allows the user to customize the event codes to try and determine exactly what triggered the payment. Type the date range in MM/DD/YY format (if different from current date default), number of days from the last payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'date range' field equals:

The date range will be used to look at payments made within the date range selected. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'number of days' field equals:

The report will look back the entered number of days prior to the payment date to see if an event was generated on this case. This will allow the user to separate event payments from non-event payments, or to discredit the payment on a stale event. If you use 999, it will look to the beginning of time prior to the payment and report payments if any event was generated on this case.



Menus: 8. Reporting

Reports: 6. Money Collected by Event

When the 'report type' equals:

1=Payment Detail

The report will produce detail on the payments from events within the number of days entered. The summary page will print at the bottom of the report.

2=Full Detail

The report will produce both event and non-event detail. The summary page will print at the bottom of the report.

3=Summary

The summary page will be the only information printed.

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The number of days from last payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all events will print as long as they fall within the date range (no additional days will be added).
- The report type field is required and must contain a 1=Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the COLLECT System Main Menu.
F7=Override Event Codes	Displays the window to allow entry of additional event codes for the report to process. These codes can be any JIS action code found on the ACT screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 6. Money Collected by Event

Report Example

Name	Case	Party	Cnt	Payment Date	Amount	Amount Due	Event Date	Code	Pay Plan
ABBATOY/FREDRICK/LEE JR	08100459SM	D01	1	05/21/09	40.00	588.00	05/21/09	Q027	
ADAME/ISMAEL/	00D182600C	D01	1	05/07/09	152.00	152.00	03/16/09	WAGE	
GABRIEL/RIGOBERTO/	07094023SM	D01	3	04/23/09	50.00	132.00	02/24/09	Q010	PP
TADE/PHILLIP/F	03040188SM	D01	1	05/13/09	100.00	100.00	05/13/09	PRIS	
WACHTER/KATRINA/KAY	08D362625B	D01	1	05/08/09	95.00	95.00	05/08/09	WAGE	
WACHTER/KATRINA/KAY	080968610T	D01	2	05/08/09	174.00	174.00	05/08/09	WAGE	
Pay Plan Summary by Event Code									
Event Q010 SIMT SENT					50.00			1	Cases in date range.
Total Money Collected					50.00			1	Cases in date range.
Statement Summary by Event Code									
Event Q027 COL AGENCY					40.00			1	Cases in date range.
Event WAGE WAGE ASNMT					421.00			3	Cases in date range.
Event PRIS REMIT PRIS					100.00			1	Cases in date range.
Total Money Collected					561.00			5	Cases in date range.
Total Money Collected - Pay Plan - No Targeted Event:					663.00			5	Cases in date range.
Total Money Collected - Pay Plan - Targeted Event:					50.00			1	Cases in date range.
Total Money Collected - No Targeted Event:					60.00			1	Cases in date range.
Total Money Collected - Targeted Event:					561.00			5	Cases in date range.
Report Totals for Selected Date Range:					1,334.00			12	

** End of Report **



Menus: 8. Reporting Reports: 7. Statements Sent

```
D0800DMC           Statements Sent Report Selection           4/25/07 13:09:38

Type choices, press Enter.

Date range . . . . . 4/25/07 to 4/25/07 (MM/DD/YY)

Report Type . . . . . 1 (1=Detail)
                   (2=Summary)

F3=Exit  F12=Cancel
```

The Statements Sent Report Selection will allow the user to print the Statements Sent Report summary or detail. Type in the date range in MM/DD/YY format (if different from current date default), select the report type and press Enter. The Statements Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

The date range will be used to select the statements that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report type' equals:

1=Detail

The report will list the statement date, statement number, and the number of statements sent. The summary page will print at the bottom of the report.

2=Summary

The summary page will be the only information printed.



Menus: 8. Reporting

Reports: 7. Statements Sent

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. The from date must be less than or equal to the to date. Any other value will generate an edit error.
- The report type field is required and must contain a 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statements Sent Report Selection and returns the user to the COLLECT System Main Menu.
12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 7. Statements Sent

Report Example 1=Detail

Page 1	0800 - KALAMAZOO Collections - Statements Sent Report	5/02/07	8:45:24
Selection Parameters: Statements From 01/01/2007 To 05/02/2007 Report Type: Detail			
Stmnt Date	Stmnt Number	Number of Stmts	Amount Due
04/20/2007	1	4	904.80
04/20/2007	1	25	7,166.00

		29	
04/24/2007	101	1	1,380.00
04/24/2007	102	3	1,860.00

		4	
04/27/2007	101	1	210.00
04/27/2007	102	6	1,554.00

		7	
05/01/2007	1	495	229,428.91

		495	

Page 2	0800 - KALAMAZOO Collections - Statements Sent Report	5/02/07	8:45:24
Selection Parameters: Statements From 01/01/2007 To 05/02/2007 Report Type: Detail			
SUMMARY			
Statement Number	Number of Runs	Number of Mailers/Letters	Amount Due
1	3	524	237,499.71
TOTAL	3	524	
101	2	2	1,590.00
102	2	9	3,414.00
TOTAL	4	11	
TOTAL	7	535	

** End of Report **

Report Example 2=Summary

Page 1	0800 - KALAMAZOO Collections - Statements Sent Report	5/02/07	9:57:19
Selection Parameters: Statements From 01/01/2007 To 05/02/2007 Report Type: Summary			
SUMMARY			
Statement Number	Number of Runs	Number of Mailers/Letters	Amount Due
1	3	524	237,499.71
TOTAL	3	524	
101	2	2	1,590.00
102	2	9	3,414.00
TOTAL	4	11	
TOTAL	7	535	

** End of Report **



Menus: 8. Reporting

Reports: 8. Event Sent Report

```
D6000DMC                Event Sent Report Selection                5/27/09  16:53:12

Type choices, press Enter.

Date range . . . . .  5/28/09 to 5/28/09  (MM/DD/YY)
Report Order . . . . .  2  (1=Date, 2=Event)
Report Type . . . . .  1  (1=Detail, 2=Summary)

F3=Exit  F12=Cancel
```

The Event Sent Report Selection will allow the user to print the Event Sent Report summary or detail sorted by Date or Event. Type in the date range in MM/DD/YY format (if different from current date default), select the report order, report type and press Enter. The Event Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

The date range will be used to select the Events that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report order' equals:

1=Date

The report will list the COLLECT events that were generated, sorted and totaled by date.

2=Event

The report will list the COLLECT events that were generated, sorted and totaled by event.



Menus: 8. Reporting

Reports: 8. Event Sent Report

When the 'report type' equals:

1=Detail

The report will list the event date, event number, and the number sent. The summary page will print at the bottom of the report.

2=Summary

The summary page will be the only information printed.



Menus: 8. Reporting Reports: 9. Never Received a Statement

```

D6000DMC      Never Received a Statement Report Selection      5/30/12  15:48:08
Type choices, press Enter.
Offense Date Range . . . . . 5/30/12 to 5/30/12 (MM/DD/YY)
Include Case Status. . . . . 2 (1 = All Statuses)
                                   (2 = Disposed)
                                   (3 = Pending)
Include Pay Plans. . . . . 3 (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non-Payment Plan Cases)
Include Stop Codes . . . . . 2 (1 = All Cases)
                                   (2 = Stop Code Cases)
                                   (3 = Non-Stop Code Cases)

F3=Exit  F12=Cancel
    
```

The Never Received Statement Report lists all of the individuals in the case master file with an open case that have never received a statement. After the user presses Enter, the Never Received Statement Report will be submitted to batch and print when the entire report has been generated.

When the 'Offense Date Range' field equals:

The offense date range will be used to select the cases that for whatever reason have never received an overdue statement. Once the list is generated the user can investigate further into why no statements have been sent. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Case Status' equals:

- 1=All Statuses
The JIS case status does not matter for selection. All statuses will appear on the report.
- 2=Disposed
Only cases with a status of DISP will be selected for the report.
- 3=Pending
Only cases with a status of PEND will be selected for the report.



Menus: 8. Reporting

Reports: 9. Never Received a Statement

When the 'Include Pay Plans' equals:

1=All Cases

It will not matter if the case is on a Payment Plan or not. All cases will be selected.

2=Payment Plan Cases

Only cases on a current Payment Plan will be selected for the report.

3=Non-Payment Plan Cases

Only cases NOT on a current Payment Plan will be selected for the report.

When the 'Include Stop Codes' equals:

1=All Cases

It will not matter if the case has a Stop Code or not. All cases will be selected.

2=Stop Code Cases

Only cases with a current Stop Code will be selected for the report.

3=Non-Stop Code Cases

Only cases NOT with a current Stop Code will be selected for the report.

Screen function keys are as follows:

F3=Exit

Exits Never Received Statement Report Submit and returns the user to the COLLECT System Reporting Menu.

F12= Cancel

This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 9. Never Received Statement

Example Report

Name	Birth	Case ID	Stat	Offense	Amt Due	PP	SC	Next Action
FOX/JAMES/EDWARD	01/30/81	05059681SM	WRNT	01/07/05	146.40			09/12/05 PAYMENT DUE
LEMMER/MARY/HELENA	08/20/59	05059562FY	WRNT	01/04/05	45.00			10/14/05 SCHEDULED FOR BENCH
MCBRIDE/DEBRA/MARIA	11/29/58	05060006SM	WRNT	01/17/05	.00			
MOORE/JAMES/POWELL	03/10/79	06072202FY	WRNT	01/01/05	.00			
TOUNKARA/FUNDISHA/MAIRYAMU	03/28/77	05059848ST	WRNT	01/06/05	45.00			02/23/05 SCHEDULED FOR PRE-TR
VANDERLAAN/PETER/JAY	04/13/43	09114588SM	DISP	01/01/05	.00			11/18/09 SCHEDULED FOR TRIAL
ZIMMERMAN/KENNETH/JOHN JR	02/06/79	05061011OT	DISP	01/27/05	.00			03/24/05 PAYMENT DUE
Total number of cases:					7			236.40

** End of Report **



Menus: 8. Reporting Reports: 10. Wage Assignment

```

D6000DMC           Wage Assignment Report Selection           4/09/15  14:11:50
Type choices, press Enter.
Report selection . . . . . 1      (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non Payment Plan Cases)
Assignment type . . . . . 1      (1 = All)
                                   (2 = Open Assignments)
                                   (3 = Terminated Assignments)
Report type . . . . . 1          (1 = Detail)
                                   (2 = Summary)
Number of Days from Last Payment . . . . . _____ (Select Number >=)
                                                         (Blank = All)

F3=Exit   F12=Cancel

```

The Wage Assignment Report Selection will allow the user to print the Wage Assignment Report summary or detail. Type in the report selection (if different from the current default), the assignment type (if different from the current default), and select the report type (if different from the current default) and press Enter. The Wage Assignment report will be submitted to batch and print when the entire report has been generated.

When the 'Report selection' field equals:

- 1=All Cases All cases that have an associated wage assignment will print on the report.
- 2=Payment Plan Cases Only cases on a payment plan that have an associated wage assignment will print on the report.
- 3=Non Payment Plan Cases Only open cases NOT on a payment plan that have an associated wage assignment will print on the report.



Menus: 8. Reporting Reports: 10. Wage Assignment

When the 'assignment type' field equals:

1=All	Cases with either an open or a terminated wage assignment will print on the report.
2=Open Assignments	Only cases with an open wage assignment will print on the report.
3=Terminated Assignments	Only cases with terminated wage assignments will print on the report.

When the 'report type' equals:

1=Detail	The report will list the date assigned, date terminated, employer, amount per check, and the amount due. The summary page will print at the bottom of the report.
2=Summary	The summary page will be the only information printed.

When the Number of Days from Last Payment is entered, the report will only select record that are greater than or equal to the number of days entered. Blank entry will include all records.

Screen input edits are as follows:

- The cases to include field is required and will only accept 1=All Cases, 2=Payment Plan Cases, or 3=Non Payment Plan Cases. Any other value will generate an edit error.
- The assignment type field is required and will only accept 1=All, 2=Open Assignments, or 3=Terminated Assignments. Any other value will generate an edit error.
- The report type field is required and will only accept 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Wage Assignment Report Submit and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 10. Wage Assignment Report Example

Page 1	6000 - DMC TECHNOLOGY GROUP Collections - Wage Assignment Report	4/10/15	14:15:26						
Selection Parameters:									
Cases to Include: All Cases	Assignment Type: All	Report Type: Detail	Number of Days: 50						
Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Amount Due	Last Payment	# of Days
ANDREE/TIFFANY/MARIE	09110242FY	06/13/13	06/13/13	AUTOMATED WELDING SERVICES	50.00	WEEK	1,776.00	11/18/13	
	09110242FY	06/13/13	09/06/13	MS METAL SOLUTIONS	50.00	WEEK	1,776.00	11/18/13	
	09110242FY	10/15/12	11/16/12	PHOENIX PERSONNEL	50.00	WEEK	1,776.00	11/18/13	
DACE/MEREDITH/DANIELLE	13149364SM	10/16/14		WAL-MART	50.00	week	.00	No Pymts	176
DAULT/VINCENT/MICHAEL	03047721ST	06/23/06	10/04/07	EAGLE ALLOY	28.00		.00	07/17/06	
	04D284710B	06/23/06	03/03/11	EAGLE ALLOY	28.00		.00	01/19/06	
	04058431ST	06/23/06	03/03/11	EAGLE ALLOY	28.00		.00	01/19/06	
DAULT/VINCENT/MICHAL	03047332SM	06/23/06	10/04/07	EAGLE ALLOY	28.00		.00	07/09/07	
DAVIS/ANTOINETTE/	9323567CT	02/25/15	02/25/15	SAMS	12.00	weel	95.00	No Pymts	
DAVIS/EMANUEL/LIDDELL	09112929OT	02/25/15		121	12.00	check	136.80	03/08/10	1,859
DENT/JIVONNA/NICOLE	09114118SM	02/01/11	07/10/12	FOOTLOCKER	50.00	pay	.00	06/11/12	
FAIRLEY/BENJAMIN/TYRONE	14D467106	06/04/14	06/04/14	ABC DRUG STORE	25.00	check	125.00	No Pymts	
FALTINOWSKI/CHRISTINA/MARIE	02D221919A	06/11/14		SAM'S CLUB	30.00	check	152.00	No Pymts	303
GAGE/TAMMY/LAVON	04D293061B	02/24/15	02/24/15	RITE AID	10.00	check	105.00	No Pymts	
GARCIA/JOSHUA/MOISES	06D327013B	11/12/14		WALMART	50.00	check	144.00	No Pymts	149
GERMAN/LATASHARENE/	11129167SM	03/19/13		MAGNA DONNELLY	50.00	WEEK	3,067.00	04/30/14	345

Page 3	6000 - DMC TECHNOLOGY GROUP Collections - Wage Assignment Report	4/10/15	14:15:26						
Selection Parameters:									
Cases to Include: All Cases	Assignment Type: All	Report Type: Detail	Number of Days: 50						
Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Amount Due	Last Payment	# of Days
JACKSON/DONNELL/RASHAD	09D399291B			SPEEDWAY GAS	50.00	week	.00		
JAARDA/DIANE/MARIE	09111003OT			Z	1.00	check	.00		
GOFF/TINA/MARIE	12147057ST			WAL MART	50.00	check	.00		
FAIRIS/MATTHEW/SEAN	13155263SD			XYZ HARDWARE	10.00	check	.00		
FARMER/DERICK/BRODREAS	9657521CM			DSSASDF	23.00	week	.00		
AAMODT/PAMELA/SUE	99D160299			A	1.00	test	.00		
Total Number of Employer Only Assignment:				6					
Total Number of Open Assignments:				9					
Total Number of Terminated Assignments:				37					
** End of Report **									



Menus: 8. Reporting Reports: 11. Address Stop

```

D6000DMC                Address Stop Report Selection                6/05/14  11:40:50
Type choices, press Enter.
Report selection . . . . . 1      (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non-Payment Plan Cases)
Report type . . . . . 2          (1 = All Cases)
                                   (2 = Only New Addresses)

F3=Exit  F12=Cancel

```

The Address Stop Report will list all cases of the individuals who are on an address stop, whether or not each case has the stop code entered. After the user presses Enter, the Address Stop Report will be submitted to batch and print when the entire report has been generated.

When the 'Report selection' field equals:

- 1=All Cases All cases that have an associated wage assignment will print on the report.
- 2=Payment Plan Cases Only cases on a payment plan that have an associated wage assignment will print on the report.
- 3=Non Payment Plan Cases Only open cases NOT on a payment plan that have an associated wage assignment will print on the report.

When the 'Report type' equals:

- 1=All Cases The report will list all cases for an individual that have an address stop entered on at least one of their cases.
- 2=Only New Addresses The report will list only cases that are on an address stop that have a newer address change date than the date the stop code was entered.





Menus: 8. Reporting

Reports: 11. Address Stop

Screen input edits are as follows:

- The 'report type' field will only accept a "1"=All Cases or "2"=Only New Addresses. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 11. Address Stop

Report Example – All Cases

Page: 1		6000 - DMC TECHNOLOGY GROUP				6/06/14 11:43:56		
Report Selection: 1=All Cases		ADDRESS STOP REPORT						
Report Type: 1=All								
Name	Date of Birth	Case ID	Offense Date	Address	Stop Date	*--Change--*		
						Date	User	
GARRISON/KENNETH/J	11/17/63	08D358371B	3/25/08	5925 N 1095 W	7/15/08			
	Pay Plan: N	WRNT		MIDDLEBURY				
		08098807ST	3/25/08	5925 N 1095 W	7/15/08			
JACKSON/JOSHUA/ROY	2/04/84	08D365080B	3/23/08	1820 ELWOOD	7/10/08			
	Pay Plan: N	WRNT		MUSKEGON				
		08098767OT	3/23/08	1820 ELWOOD	7/10/08			
YOUNG/LYNETTE/SUSAN	8/18/79	08D354948	4/29/08	2112 HENRY ST	7/16/08	7/07/08	PJM	
	Pay Plan: N	WRNT		MUSKEGON				
				MI 49441				
Number of defendants on Address Stop:						3		
Number of cases on Address Stop:						5		
** END OF REPORT **								



Menus: 8. Reporting Reports: 11. Address Stop Report Example - Only New Addresses

Name	Date of Birth	Case ID	Offense Date	Address	Stop Date	*--Change--*	Date	User
Page: 1 Report Type: 2 = Only New Addresses								
6000 - DMC-MUSKEGON-TEST ADDRESS STOP REPORT								
6/03/08 8:29:29								
DARNELL/ARTHUR/	6/20/81	01D227551	6/17/01	376 CATHERINE MUSKEGON MI 49442	4/16/08			
		01021926ST	6/17/01	376 CATHERINE AVENUE MUSKEGON MI 49442	4/16/08			
		98D149934B	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442			2/20/02	TLB
		98D149934C	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442			2/20/02	TLB
		9887025ST	8/31/98	1351 WEST ADDISON # 4B MUSKEGON MI 49442	4/16/08		5/23/08	DMC
		9888250SM	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442	4/16/08		2/20/02	TLB
		9888270CT	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442	4/16/08		2/20/02	TLB
		9888334CT	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442	4/16/08		2/20/02	TLB
ZACK/KIMBERLY/RUTH	3/27/66	07089289SM	5/30/07	7799 FRONT STREET TEMPERANCE MI 49442	5/22/08		5/23/08	DMC
Number of defendants on Address Stop:							2	
Number of cases on Address Stop:							9	
** END OF REPORT **								

These 2 cases do not have the address stop code applied, indicated by the blank stop date.

Case number 9887025ST for this individual had its address updated on 5/23/08. Since that date is newer than 4/16/08, it is included on the report with all other open cases for the individual on the system.



Menus: 8. Reporting Reports: 12. Stop Code

```

D6000DMC                               Stop Code Report Selection           6/05/14  12:01:27
Type choices, press Enter.
Report selection . . . . . 1           (1 = All Cases)
                                         (2 = Payment Plan Cases)
                                         (3 = Non-Payment Plan Cases)
Select only Stop Code . . . . . S     (blank = All Stop Codes)
                                         (Code Value)

F3=Exit   F12=Cancel
    
```

The Stop Code Report will list all cases of the individuals who have a current stop entered against the case. Stop codes can be user defined within the System Customization area. After the user presses Enter, the Stop Code Report will be submitted to batch and print when the entire report has been generated.

When the 'Select Only Stop Code' equals:

- | | |
|------------|--|
| blank | The report will list all cases with a current stop code. The cases selected for the report will be sorted by the user defined stop codes they contain. |
| Code Value | The report will list only cases that have the selected Stop Code Value set for them. The two stop codes that are pre-defined in COLLECT are "A"=Address Stop and "S"= a generic COLLECT stop. Any other codes would be defined by each individual court. |

Screen input edits are as follows:

- The 'report type' field will only accept a "blank"=All Stop Codes or any other code value A-Z and 0-9. If no cases are found for a particular code value, no detail will be printed on the report. .



Menus: 8. Reporting

Reports: 12. Stop Code

Screen function keys are as follows:

- | | |
|-------------|--|
| F3=Exit | Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu. |
| F12= Cancel | This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 8. Reporting Reports: 12. Stop Code Report Example

Page: 3	6000 - DMC TECHNOLOGY GROUP							4/10/15 14:23:13			
STOP CODE REPORT											
Report Selection: 1=All Cases											
Report Type: All Stop Codes											
Name	Date of Birth	Case ID	Stop Code	Case Status	Offense Date	Balance Due	Payment Plan	*--Last Payment--*	Amount	Date	Stop Date
POPLAR/ANTONIO/NATHANIAL	9/22/66	04D283253B	B	DISP	7/07/04	150.00					6/28/13
POPLAR/ANTONIO/NATHANIEL	9/22/66	01D202232	B	DISP	4/13/01	104.00					6/28/13
POPLAR/ANTONIO/NATHANIEL	9/22/66	01D205986B	B	DISP	6/25/01	107.00					6/28/13
POPLAR/ANTONIO/NATHANIEL	9/22/66	01D205986C	B	DISP	6/25/01	77.00					6/28/13
ROOMSBURG/STEVEN/LAWRENCE	4/10/62	08D331412	B	DISP	6/27/08	130.00					6/28/13
SHINAL/MARCUS/LAMAR	12/12/77	11D425584	B	DISP	10/31/11	38.60		10.00	1/27/14		9/11/12
SHINAL/MARCUS/LAMAR	12/12/77	11D431764	B	DISP	10/22/11	135.00		10.00	12/09/11		9/11/12
SHINAL/MARCUS/LAMAR	12/12/77	12D438668	B	DISP	4/16/12	141.00					9/11/12
WILLIAMS/VERNON/	12/07/67	06D321181A	B	DISP	6/12/06	102.00		90.00	9/11/08		6/28/13
WILLIAMS/VERNON/	12/07/67	06D321181B	B	DISP	6/12/06	276.00					6/28/13
WILLIAMS/VERNON/	12/07/67	06D321181C	B	DISP	6/12/06	300.00					6/28/13
WILLIAMS/VERNON/	12/07/67	06D337725B	B	DISP	12/19/06	180.00					6/28/13
WILLIAMS/VERNON/	12/07/67	06D337725C	B	DISP	12/19/06	312.00					6/28/13
Number of defendants with Stop Code:			19								
Number of cases with Stop Code:			33		Balance Due:		5,656.60				

Page: 28	6000 - DMC TECHNOLOGY GROUP							4/10/15 14:23:13			
STOP CODE REPORT											
Report Selection: 1=All Cases											
Report Type: All Stop Codes											
Name	Date of Birth	Case ID	Stop Code	Case Status	Offense Date	Balance Due	Payment Plan	*--Last Payment--*	Amount	Date	Stop Date
Stop Code: S - Stop Sending Overdue Statement Notices			Rmv - Start Sending Overdue Statement Notices								
DAGOSTINO-BAILEY/REBECCA/JEAN	1/25/80	14E003711A	S	DISP	3/12/14	135.00	Y				
GRISHAM/TERRANCE/DENARD	2/14/72	09117925SM	S	DISP	2/26/06	12,458.00	Y	25.00	4/22/14		
SEMELBAUER/MICHELLE/ANN	12/20/68	12145401ST	S	DISP	10/09/12	200.00		11.00	4/09/13		
WAHR/PHILLIP/PAUL	12/14/92	13154716SM	S	WRNT	10/14/13	660.00		200.00	12/16/13		
Number of defendants with Stop Code:			4								
Number of cases with Stop Code:			4		Balance Due:		13,453.00				
Total number of defendants with Stop Code:			242								
Total number of cases with Stop Code:			525		Balance Due:		125,533.82				
** END OF REPORT **											



Menus: 8. Reporting

Reports: 13. Incomplete Address

```
D6000DMC                Incomplete Address Report                5/27/09  08:56:21
To submit job to batch, press Enter.

There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
```

The Incomplete Address Report lists all of the individuals in the case master file with a blank Street, City, State and/or Zip Code. After the user presses Enter, the Incomplete Address Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits the Incomplete Address Report Submit and returns the user to the COLLECT System Reporting Menu.
- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 13. Incomplete Address Report Example

Page: 1	6000 - DMC-MUSKEGON-TEST INCOMPLETE ADDRESS REPORT				5/29/09 8:54:53	
Name	Date of Birth	Case ID	Offense Date	Address	Stop Code	Amount Due
BARNER/MARC/	7/21/73	9769546SM	3/28/97	MUSKEGON HEIGHTS MI 49444		50.00
BECKEMAN/DAN/	1/12/54	02002525	9/11/02	5288 SCENIC MUSKEGON MI		75.00
BRANSLEY/JAMES/JOHN	11/03/58	91C83514	10/04/91	1416 FULTON MUSKEGON MI		80.00
BROWN/RUBY/MAE	11/19/56	07091301SM	8/04/07	HOMELESS		120.00
CASTIZO-HERNANDEZ/EMETERIO/	3/03/76	05068605SD	9/17/05	UNKNOWN		45.00
CHERRY/GREGORY/DEVOUN	9/29/62	04056732SM	9/30/04		Y	191.61
CLAY/ARMAND/EVETTE JR	4/25/90	08D375350	11/04/08	889 EMERSON MUSKEGON MI		55.00
COLE/ARTHUR/STANLEY	8/03/77	08106400SM	11/01/08	36TH AVENUE RAVENNA MI		85.00
ELIYAHU/SHKEDI/DAVID	5/15/77	06386894	6/06/06	ISRAEL		198.00
EVANS/CAREN/ANN	11/03/68	07086938SM	3/20/07	HOMELESS		100.00
EVILSIZER/ROBERT/EUGENE JR	4/22/69	06D318896A	4/05/06	590 CATAMBA MUSKEGON MI	A	180.00
		06D318896B	4/05/06	590 CATAMBA MUSKEGON MI	A	300.00

WELLS/TRACY/LATRES	9/02/72	9212703CT	6/11/92	14416 STOUT DETROIT MI		125.00
WEST SHORE SERVICES//		08X126911	12/16/08	6620 LAKE MICHIGAN DR ALLENDALE MI		675.00
WHITE/PAUL/DAVID	3/14/52	9775170SM	9/30/97	NONE		50.00
WILLIAMS/BOBBY/JOE	5/08/62	9660887CT	9/12/96	ADDRESS UNKNOWN		85.00
WILLICK/SCOTT/LEROY	9/09/79	08098722SM	3/05/08	2349 DUCEY MUSKEGON MI		660.00
WOLOWICZ/DOUGLAS/MARTIN	3/21/74	08D360613	4/24/08	HOMELESS		228.00
YUHAS/JOHN/	2/25/64	00003294SM	4/22/00	UNKNOWN		50.00
ZLOTNICKI/SARAH/KAY	11/13/87	08D379103	12/11/08	2015 MARY MUSKEGON 49444		120.00
Number of defendants with Incomplete Address: 62 Number of cases with Incomplete Address: 74 Total Amount Due on cases with Incomplete Address: 12,042.21						
** END OF REPORT **						



Menus: 8. Reporting Reports: 14. Remit Prisoner Funds

```

D6000DMC          Remit Prisoner Funds Report Selection    5/30/12  09:05:46
Type choices, press Enter.
Remit date range . . . . . █5/31/12 to 5/31/12 (MM/DD/YY)
-OR-
Include only zero balances . . _ (Y=Yes)
  (Disregard date range)

F3=Exit  F12=Cancel

```

The Remit Prisoner Funds Report lists all of the individuals who currently have been ordered to pay while incarcerated. This is the same report that can be requested from the Satisfaction of Obligation Process launched from the Collections Maintenance program. After the user presses Enter, the Remit Prisoner Funds Report will be submitted to batch and print when the entire report has been generated.

When the 'Remit Date Range' field equals:

The remit date range will be used to select the cases that appear on the report. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Only Zero Balances' equals:

Y=Yes

The date range parameter will be ignored and only those cases with an active Remit of Prisoner Funds and a zero balance due on the case will be included on the report.

Screen function keys are as follows:

F3=Exit Exits the Remit Prisoner Funds Selection prompt and returns the user to the COLLECT System Reporting Menu.

F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 15. Payment Plan Past Due

```

D6000DMC          Payment Plan Past Due Report Selection   8/27/13  15:11:06
Type choices, press Enter.
Targeted Past Due Range . . . 90 to 120      (Number of Days, 999 = Forever)

F3=Exit   F12=Cancel
    
```

The Payment Plan Past Due Report lists all of the individuals who are not current with their payment plan and fall between the past due day range entered on the prompt screen. This report will calculate the past due days using the following calculation:

CURR = Current amount that should have been paid from Date of Agreement (or Re-Amort)
 ACTUAL = Actual amount that was paid since Date of Agreement (or Re-Amort)
 ARREAR = Amount past due, where if paid the pay plan would be current
 THRU = Number of days paid thru based on pay plan parameters
 PASTDUE = Number of days from THRU to current date

CURR – ACTUAL = ARREAR
 ACTUAL amortized over the payment schedule = THRU
 Today’s date – THRU = PASTDUE (number of days)

After the user presses Enter, the Payment Plan Past Due Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan Past Due Report Selection prompt and returns the user to the COLLECT System Reporting Menu.
- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 8. Reporting Reports: 15. Payment Plan Past Due Report Example

Page 1	6000 - DMC TECH GROUP Collections - Payment Plan Past Due Report	3/22/16	16:14:28					
Targeted Range: 200 to 300 Days								
Name	Birth	Agreement or Re-Amort	Type	Amount Per	Current Balance	Amount Collected	Arrearage	Past Due
JONES/CADESIA/LYNN 13D462128B 13X511720B 13152436ST 13153359ST	8/15/94	6/18/15	BIWEEKLY	15.00	310.00	.00	290.00	278
JONES/BRANDON/LEE 08D378718A 08D378718B 08D378718C	10/20/76	6/18/15	MONTHLY	10.00	642.00	.00	110.00	278
ELIJAH/DONTRELL/JE 13151295SM	11/22/93	6/12/15	WEEKLY	5.00	790.00	.00	200.00	274
SALAZAR/STEPHEN/RE 14157799OT	5/27/84	6/18/15	MONTHLY	55.00	325.00	.00	325.00	263
RANSCHAERT/ROBERT/A 99D180871C	3/14/61	8/04/15	MONTHLY	25.00	152.00	.00	152.00	231
EASTER/MELISSA 09D388632B		8/06/15	MONTHLY	20.00	198.00	.00	160.00	229
RAGESDALE/JAM 13150776SM		8/04/15	MONTHLY	20.00	297.24	.00	165.00	221
RAGLIN/SHANTORRIA/ELETTA 13D454696B 131560550T	2/03/87	8/04/15	MONTHLY	10.00	580.00	.00	70.00	208
TAYLOR/KORIGENE/ELIZABETH-ANNE 14D458168	8/31/93	9/03/15	MONTHLY	20.00	175.00	.00	140.00	201
TANNER/HERSEY/LEE 9654191CT	10/14/54	9/03/15	MONTHLY	20.00	236.00	.00	100.00	201
Total Number of Targeted Payment Plans:				10	3,705.24	.00	1,712.00	
** End of Report **								

Multiple cases on the Pay Plan will appear across the report on this line.



Menus: 9. Database / Miscellaneous

```

D6000DMC          COLLECT System Database/Miscellaneous Menu    5/27/09  09:10:17

Select one of the following:

Misc Maintenance:      1. Statement Mailer / Notification Letter Text
                       2. Name Synchronization
                       3. Track Returned Statements - Address Stop
                       4. Prison / Jail Code Maintenance

Clean-up:              5. Re-organize COLLECT Database Files

Save:                  6. Backup COLLECT System to Tape

Type selection, press Enter.  ==> █

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

This Database/Miscellaneous menu will be displayed to the user when menu option 9 is selected from the main menu. This option allows the user to maintain the system database.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency



Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement Mailer / Notification Letter Text

```

D0800DMC      Statement Mailer / Notification Letter Text      4/25/07 13:11:52
Type options, press Enter.      ( 1 - 100 Standard Statement)
 2=Change    4=Delete          Text ID Range: (101 - 800 Notification Letter)
                                           (801 - 900 Warrant Letter)
                                           (901 - 999 Warrant Statement)

Opt   ID   Statement Text (First 8 Lines)
=     1
STANDARD      OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
              FILE IS DELINQUENT. PLEASE PAY IMMEDIATELY TO
              AVOID FURTHER COLLECTION ACTIVITY.

-     2
STANDARD      COURT RECORDS INDICATE THAT YOUR OUTSTANDING
              BALANCE HAS NOT BEEN PAID. TO AVOID A WARRANT
              FOR YOUR ARREST, PLEASE PAY IMMEDIATELY.

                                           More...

F3=Exit    F6=Add    F12=Cancel
    
```

The Statement Mailer / Notification Letter Text Maintenance screen displays a list of currently defined statement mailers and the notification letters. The user can then select to change an existing message or add a new one.

Screen input edits are as follows:

- The option field will only accept 2=Change or 4=Delete. Any other value will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Statement Mailer / Letter Notification Text Maintenance and returns the user to the COLLECT System Main Menu.
- F6=Add Allows the user to enter a new message text.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement Mailer / Notification Letter Text

```

D0800DMC      Statement Mailer / Notification Letter Text      4/25/07  13:12:29

Type choice, press Enter.

Text ID . . . . . = ( 1 - 100 Standard Statement Mailer)
                  (101 - 800 Notification Letter)
                  (801 - 900 Warrant Letter)
                  (901 - 999 Warrant Statement Mailer)

F3=Exit  F12=Cancel
    
```

The above screen will be displayed when the user press F6=Add on the previous screen. It will allow the user to add a new statement mailer or notification letter message. The statement text number directly relates to the current statement number printed on the statements. The statement number must be a non-zero number used to indicate which text is to be associated with the current run of statements.

Please **NOTE**, the ranges for the statement text, notification letters and warrant statement mailer have been changed.

- Standard Statement text has been changed from 1 – 99, to 1 – 100.
- Notification Letter has been changed from 100 – 989, to 100 – 800)
- Warrant Statement Mailer has been changed from 999, to 901 – 999)
- Warrant Letter has been added in the range of 801 – 900.

Screen input edits are as follows:

- A number between 1 and 999 must be entered. Anything else will generate an edit error.

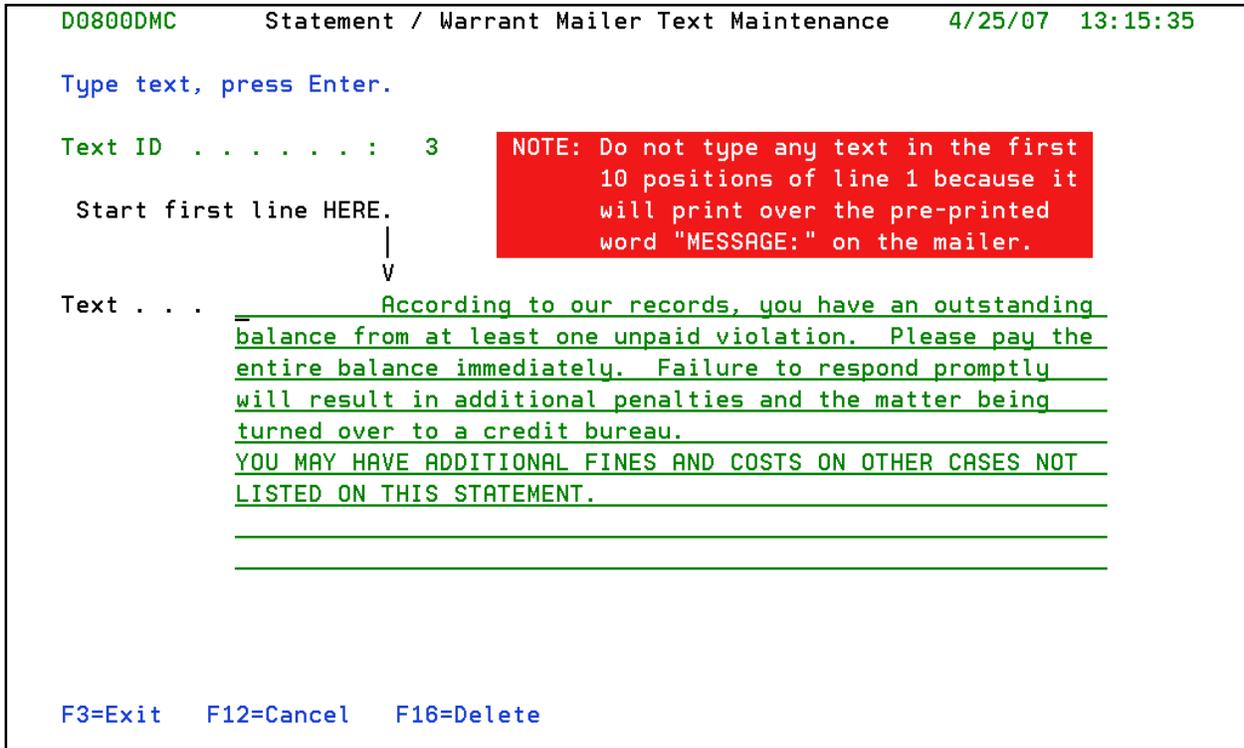
Screen function keys are as follows:

- F3=Exit Exits Statement Mailer / Notification Letter Text Maintenance and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Statement Mailer / Notification Letter Text Maintenance screen.



Menus: 9. Database / Miscellaneous

**Misc Maintenance: 1. Statement Mailer / Notification Letter Text
1 thru 100 (Standard Statement) or
901 thru 999 (Warrant Statement)**



The Statement / Warrant Mailer Text Maintenance screen will allow the user to add or change the message displayed on the statements. The statement text number directly relates to the current statement number printed on the statements. The program will bring up the current statement text for that number or bring up a blank screen to add new statement text. The user should enter the text message exactly how it is to be printed on the mailers and letters. There should be close attention paid to spelling and punctuation, because how it is entered is how it will print.

Screen input edits are as follows:

- A message to print on the statement must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits Statement / Warrant Mailer Text Maintenance and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen. |



Menus: 9. Database / Miscellaneous

**Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)**

<p><u>Text ID</u> 101</p> <p>Letterhead:</p> <p>Date:</p> <p>Inside Address:</p> <p>Salutation:</p>	<p>99th District Court 999 xxxxxxxxxxxx AVENUE xxxxxxxxx, MI 99999-9999 (999) 999-9999</p> <p>www.YourCourtWebsite.com</p> <p>***** OVERDUE PAYMENT NOTICE *****</p> <p>4/25/07</p> <p>JOHN EDWARD DOE 123 MAIN STREET APT# 1A ANY TOWN, MI 48999</p> <p>Dear JOHN EDWARD DOE:</p>	<p>Legend</p> <p>█ = Predefined █ = JIS Data █ = Variable █ = Hardcoded</p>
<div style="background-color: black; color: white; padding: 5px; display: inline-block;">Press ENTER to define letter body.</div>		
<p>F3=Exit F12=Cancel</p>		

The Notification Letter layout screen shows the user the layout of the Notification Letter. The user just needs to press Enter on this screen to advance to the next screen to edit the body of the Notification Letter.

The 'Letterhead' information is retrieved 6. Notification Letter Heading from the Customization menu. If the court wishes to print the letter on pre-printed stationery, simply blank out all information in 6. Notification Letter Heading from the Customization menu.

The 'Date' is the current system date.

The 'Inside Address' and 'Salutation' is retrieved from the JIS case master based on the selected case.

Screen function keys are as follows:

- F3=Exit Exits Notification Letter Maintenance and returns the user to the COLLECT System Main Menu.

- F12=Cancel Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen.



Menus: 9. Database / Miscellaneous

**Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)**

F16=Delete

Deletes the Notification Letter and returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen. There is no verification screen with the delete, so the user needs to make sure they want to delete the letter before the "F16=Delete" key is pressed.

Menus: 9. Database / Miscellaneous

Misc Maintenance: 2. Name Synchronization

```
_D0800DMC                Name Synchronization                4/25/07  13:18:20

To submit job to batch, press Enter.

                                There are no selection parameters associated with this
                                job. Press Enter to submit the job to batch, otherwise
                                press F3=Exit or F12=Cancel to return to the menu.

                                F3=Exit  F12=Cancel
```

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Name Synchronization and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 9. Database / Miscellaneous Misc Maintenance: 3. Track Returned Statements

```

D6000DMC                               Track Returned Statements          6/05/14  13:37:29
Type choices, press Enter.
Stop Code Action. . . . . █          (A=All Cases Stopped)
                                       (M=Manually Determine)
Case Id . . . . . _____
F3=Exit  F10=Address Sync  F12=Cancel

```

The Track Returned Statements screen allows the user to enter or scan in a case id from a returned statement and put an address stop on all cases with the same name/date of birth combination.

Screen input edits are as follows:

- Stop Code Action is a required field. The user must select whether to unconditionally stop all cases (Value = "A") or to manually determine the action based on additional information presented to them on the following screen.
- Case id is a required field. A blank case id will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
- F10=Address Sync This calls into the Address Sync program to allow the user to update all selected addresses.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 9. Database / Miscellaneous Misc Maintenance: 3. Track Returned Statements Manual Action

```

D6000DMC          Track Returned Statements - Manual Action      6/06/14  14:02:45
Type options, press Enter.
 1=Select & Sync All   9=Stop All   A=Address History

Opt  Name/Address                Birth   Case                Address
    TAYLOR/ELIZABETH/MARIE      5/24/79 09113855SD        2/09/11
    1283 PALM ST S                Status: WRNT
    CLEARWATER FL 33755          Amt Due: 1,434.00
    Offense: 7/15/09 DD-OPERATE WHILE INTOXICATED 2ND OFFENSE-ALCOHOL/D
-   TAYLOR/ELIZABETH/MARIE      5/24/79 101254590T        2/09/11
    1283 PALM ST S                Status: WRNT
    CLEARWATER FL 33755          Amt Due: 45.00
    Offense: 9/04/10 LIC-OPR, DROVE WHILE LIC SUSP/REV/DENIED OR ALLOW
-   TAYLOR/ELIZABETH/MARIE      5/24/79 101259080I        6/06/14
    4144 OCEAN BLVD Apt# 2B       Status: WRNT
    CLEARWATER FL 33755          Amt Due: 192.00
    Offense: 9/04/10 SIGN/SIGNAL, DISOBEY RED OR AMBER LIGHT

Bottom

F3=Exit   F10=Address Sync   F12=Cancel
    
```

This screen will display to the user all open cases associated with the returned mail. The intent is to manually review all addresses on file and possibly update all the cases to the newest address on file. This could eliminate the extra work of automatically stopping all cases, then look for a newer address and lifting the address stop.

Once all open cases and their addresses have been reviewed, the user can select to synchronize all cases listed with the selected cases address (1=Select & Sync All). If no addresses are current, the user can select to place an Address Stop on all cases listed (9=Stop All). To look at any address history to help make a decision, the user can use option A=Address History to look at all prior address that are stored in the system.

Screen function keys are as follows:

- F3=Exit Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
- F10=Address Sync This calls into the Address Sync program to allow the user to update all selected addresses.
- F12=Cancel This key will return the user to the previous case selection screen. No updates will be performed.



Menus: 9. Database / Miscellaneous

Misc Maintenance: 4. Prison / Jail Code Maintenance

```

D6000DMC                Prison/Jail Maintenance                11/17/08  11:51:16

Position to code . . . _____

Type options, press Enter.
2=Maintain Prison/Jail

Opt P/J Code           Name
--  -  -  -
  P  ALGER MAX        ALGER MAXIMUM CORRECTIONAL FACILITY
  P  BARAGA           BARAGA MAXIMUM CORRECTIONAL FACILITY
  P  BELLAMY CR       BELLAMY CREEK CORRECTIONAL FACILITY
  P  BOYER RD         BOYER ROAD CORRECTIONAL FACILITY
  P  BRIGHTON         CAMP BRIGHTON
  P  BROOKS           EARNEST C BROOKS CORRECTIONAL FACILIT
  P  CARSON CTY       CARSON CITY CORRECTIONAL FACILITY
  P  CHAS EGLER       CHARLES EGELER RECEPTION & GUIDANCE C
  P  CHIPPEWA         CHIPPEWA CORRECTIONAL FACILITY
  P  CMP BRANCH       CAMP BRANCH
  P  COOPER ST        COOPER STREET CORRECTIONAL FACILITY
  P  CUSINO           CAMP CUSINO
  P  DEERFIELD        DEERFIELD CORRECTIONAL FACILITY

More...

F3=Exit  F6=Add  F12=Cancel
    
```

The Prison/Jail Code Maintenance screen allows the user to add and maintain a list of prisons and jails and their addresses. This list is used for printing the Prisoner Remit To Funds form.

Screen input edits are as follows:

- The option field will only accept 2=Maintain Prison/Jail. Any other value will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Prison/Jail Code Maintenance and returns the user to the COLLECT System Main Menu.
- F6=Add Allows the user to add a new prison or jail to the list.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous
Misc Maintenance: 4. Prison / Jail Code Maintenance
F6=Add and Option 2 = Maintain Prison/Jail

```
D6000DMC                Prison/Jail Maintenance                11/17/08  11:59:34

Type information, press Enter.

Prison or Jail . . . . =
Code . . . . . _____

To . . . . . _____
Name . . . . . _____
Address 1 . . . . . _____
Address 2 . . . . . _____
City/ST/Zip . . . . . _____

Phone Number 1 . . . . _____
Phone Number 2 . . . . _____

F3=Exit  F12=Cancel
```

The above screen (displayed in F6=Add mode) allows the user to add or change the mailing address and phone of a prison or jail.

Screen input edits are as follows:

- The Prison or Jail field will only P=Prison or J=Jail. Any other value will generate an edit error.
- All other fields require an entry except for the To and Address 2 fields. Any blank entry will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Prison/Jail Code Maintenance and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | Exits the Add/Change screen and returns the user to the Prison/Jail Code Maintenance screen. |



Menus: 9. Database / Miscellaneous

Clean-Up: 5. Re-Organize COLLECT Database Files

```

D0800DMC          Re-organize COLLECT Database Files      4/25/07  13:18:47
                   Users Currently Accessing the System

View information, notify users, press Enter.

The following users must signoff the system
before you will be allowed to proceed.

      User          Job
      BAUMGARJ      BAUMGARJA1
      PINDOLED      PINDOLEY1
      D0800DMC      PINDOLEY2
      PINDOLED      PINDOLEY3
      PINDOLED      QPADEV0003
      D0800DMC      QPADEV0004

Enter=Refresh/Continue  F3=Exit  F12=Cancel

Bottom
    
```

The Re-organize COLLECT Database Files Users Currently Accessing the System displays to the user who needs to get out of the collect system before the re-organization can be run. The user needs to notify the users listed to get out of Collect. Pressing Enter will refresh the screen until all locks are removed and then it will continue on with the re-organization procedure.

Screen function keys are as follows:

- F3=Exit Exits Re-organize Collection Files prompt screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous

Clean-Up: 5. Re-Organize COLLECT Database Files

```
D0800DMC          Re-organize COLLECT Database Files          6/07/07  09:56:30
View information, press Enter.

      All COLLECT System database files will be re-organized.

      Press Enter to start the database file re-organize.

F3=Exit  F12=Cancel
```

The Re-organize COLLECT Database Files prompt will allow the user to perform “housekeeping” on all of the Collection System files. When the database files are re-organized, the disk spaced used by deleted records is reclaimed and reused, keeping the disk space usage to a minimum. The prompt screen reminds the user to make sure there are no other users currently using the COLLECT System and that all batch jobs have completed. When satisfied that these conditions are met, press Enter to start the re-organization process.

Screen function keys are as follows:

F3=Exit	Exits Re-organize Collection Files prompt screen and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous

Save: 6. Backup COLLECT System to Tape

```
D0800DMC          Backup COLLECT System and Database Files    4/25/07  13:19:40

Type choice, verify conditions, press Enter.

Tape device . . . . . TAP01

Before you press Enter, make sure the following conditions are met:

    1. No users are working in the Collections System.

    2. All batch jobs for the Collections System have completed.

    3. The correct tape is loaded in the above device.

Press Enter to submit the database file backup to batch and begin at 4:00 a.m.

NOTE - To backup the Collections System software library, all
       non-system libraries, and/or the entire system, refer to
       your backup documentation.

F3=Exit  F12=Cancel
```

The Backup COLLECT System and Database Files screen will allow the user to backup all files to the tape device specified. The prompt screen reminds the user to make sure there are no other users currently using the COLLECT System, all batch jobs have completed, and the correct tape is loaded in the tape device selected. When satisfied that these conditions are met, press Enter to start the COLLECT System Database File Backup to tape process.

Screen input edits are as follows:

- The tape device name must exist on your system. If an invalid tape device name is entered, an edit error will be generated.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Backup COLLECT System Database Files screen and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |

Menus: 10. Tax Garnishment Processing

```

D6000DMC          COLLECT System Tax Garnishment Processing   8/27/13  16:26:10
Select one of the following:

Test File:          TF. Create Test File (Required if submitting data file)
Net Server Menu:   NS. NETS Menu to Configure "Share" to Data File

-----

Forms:              1. Request and Writ for Tax Garnishment
                   2. Proof of Service

Create PDF:         3. Create PDF Files from Form Output (Opt 1, 2)

Inquiry - Form:    4. Tax Garnishment Filing History - Release (Cur Year)
                   5. Tax Garnishment Filing Archive - Release (Prv Years)

Yearly Reset:      6. Tax Garnishment File Reset - Archive
                   7. Tax Garnishment Regenerate from Archive
                   8. Potential Tax Garnishment Cases Report

Type selection, press Enter.  ==> █

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted
    
```

The Garnishment Release form can be printed from either History or Archive, depending where the correct filing is listed.

This Tax Garnishment Processing menu will be displayed to the user when menu option 10 is selected from the main menu. This option allows the user to process tax garnishments.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency



Menus: 10. Tax Garnishment

Test File: TF. Create Test File (Required if submitting data file)

This menu option is required if your court plans on submitting a data file to the Michigan Department of Treasury (MDOT). This program will take the first 50 Tax Garnishment records and format the data so your court can satisfy the testing requirements defined by MDOT. You must have at least 50 cases in TaxR status to generate the test file successfully.

A report will generate for verification purposes.

There will NOT be a screen displayed when this menu option is executed. Status messages will appear at the bottom of the screen during the process. When complete, the message: **“Test File created in IFS folder: /TEST-Your Court Name”** will be displayed on the bottom of the screen. If an error occurs, it will be displayed on the bottom line of the screen instead of the completion message. If an error occurs, you should contact DMC to get the matter resolved.

Once the test file is generated, it will be up to the court to get that test file on an acceptable media (defined by MDOT). In order to view the generated test file, you must first “map a network drive” to the IFS share name TESTxxxxyy where xxxx is your JIS court ID and yy is the current year. For example, if your JIS court ID is 6000 and you generated the file in 2011, then your share name will be TEST600011.

The next step is to map a network drive to the share name. To do this, launch windows explorer on your PC, select “Tools”, then “Map Network Drive...”. Select an unused drive letter in the “Drive” box and enter the following in the “Folder” box: [\\xxx.xxx.xxx.xxx\TESTxxxxyy](#) where the [xxx.xxx.xxx.xxx](#) is the IP address of your AS/400 or iSeries and TESTxxxxyy is your court defined share name (defined above). When the drive is mapped, it will look exactly like every other drive on your PC (like the C: drive). You will find the test file named GARNISH.DAT in a folder named MM-DD-YYYY_99 where MM is current month number, DD is current day number, YYYY is current year number and 99 is a number ranging from 01 to 99 depending on how many times you generated the test file on that particular day. You will want the most current. You will then copy the GARNISH.DAT file to the media you will send to MDOT for testing. The file name you send to MDOT must be named GARNISH.DAT, so do not rename this file. Also, that should be the only file on the media.

The current Tax Year in the data file is calculated as follows:

January 1 – July 31 → Tax Year = Current Year -1

August 1 – December 31 → Tax Year = Current Year

In the rare case that a court would file after July 31 for the current year, please call DMC to manually set the year in the file.

This burning process is difficult to document because it will likely require some additional software loaded on your PC. (CD/DVD burning software) Please refer to that software documentation to copy or burn the GARNISH.DAT file to the media.

If you need any assistance with this process, please call DMC. Please note, there may be consulting service fees by DMC associated with this assistance.



Menus: 10. Tax Garnishment Test File: TF. Create Test File (Report)

This report will generate for the user to verify the test data sent to MDOT. All information will be correct except the status column will contain "TEST" and all SSN's will start with 111-11. The last 4 digits will correspond to the defendants SSN.

Defendant Name	Case ID	Stat	SSN	Current Amt Due	Plaintiff
Page: 1 Sort Order: DEFENDANT NAME Defendant Name ABBEY/NATHANIEL/DAVID 1116 WEST 7TH ST COLUMBIA, TN 38401	6000 - DMC-MUSKEGON-TEST TAX GARNISHMENT TEST FILE LIST REPORT				Fed ID: FED654321 Agency: 99TH DISTRICT COURT People of the City of Muskegon c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-961-1625 AARON,DENNIS M., 2350 DAVID STOTT BLDG DETROIT, MI 48226
ALEXANDER/RANDELL/ALLEN 2541 HOYT ST MUSKEGON, MI 49444	08097413ST	TEST	111-11-0700	319.00	People of the City of Muskegon c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-961-1625 AARON,DENNIS M., 2350 DAVID STOTT BLDG DETROIT, MI 48226
ARMSTRONG/ROBERT/LEE 2233 HOWDEN MUSKEGON HEIGHTS, MI 49444	04054238OT	TEST	111-11-1907	50.00	People of the State of Michiga c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-965-8600 RACH,ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226
BAABE/LUCAS/CARL 1300 LOGAN MUSKEGON, MI 49445	11-000034	TEST	111-11-5454	60.00	People of the City of Muskegon c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-961-1625 AARON,DENNIS M., 2350 DAVID STOTT BLDG DETROIT, MI 48226



Menus: 10. Tax Garnishment

Net Server Menu: NS. NETS Menu to Configure “Share” to Data File

This menu option is to be executed under the direction of DMC. It will be used if there are issues configuring the “share” to the test file and/or the actual production Tax Garnishment file to be sent to MDOT. It is a tool used to minimize the time spent getting your file to external media.



Menus: 10. Tax Garnishment

Forms: 1. Request and Writ of Tax Garnishment

```

D6000DMC                Tax Garnishment Form Print                5/30/12  10:51:22
Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Print

Opt Name ( [red] = Missing Info)      Birth      Current      Last
Date      Case Id      Stat      Amt Due      Pay
Date
█ APPLEGATE/DAVID/WAYNE                9/09/64  01012776SM  WRNT      745.82
- BABER/DEAN/ALAN                      7/27/54  03034962SM  WRNT      414.00
- BLOUNT/ROBERT/OWEN                   5/19/53  00002634ST  WRNT      365.00
- BOLDEN/TRACY/ALLEN                   6/09/64  03039013SD  WRNT      819.00
- BOOHER/STEVEN/ALLEN                  5/20/59  00002214SM  WRNT      510.00  5/31/12
- BROWN/RICHARD/DEWAYNE                6/10/65  00001999SM  WRNT      464.00
- DACOSTA/KIMBERLY/SUE                 2/05/70  040597610T  WRNT       96.00
- DANIELS/DARRELL/DAMOS                2/21/79  030350300T  WRNT      513.00
- DURSEMA/HARRY/ROBERT                 1/09/68  00006500CT  WRNT      530.00
- FAIRLEY/GWENDOLYN/DAPHINE            4/26/68  06081063SM  DISP      635.54
- FALTINOWSKI/CHRISTINA/MARIE          7/18/82  02D221919A  WRNT      152.00
- FEGGINS/ROBBIE/                      8/23/37  9883518CT   WRNT       85.00
- FERRIS/RODNEY/ALLEN                  4/11/69  00005964ST  WRNT      410.00

More
F3=Exit  F6=Print All  F7=Print All & Create File  F10=Report  F12=Canc
    
```

Names that appear in red have missing information and will not print unless corrected.

The Last Pay date will show if any payment were made since being placed in Garnishment Review status.

The above screen allows the user to print the Writ of Tax Garnishment form for an individual or for all individuals in the list. The user can change and/or update information that will print on the form by selecting option 2=Change. The user can view the information that will print on the form by selecting option 5=Display. They can also delete a previously selected individual by selecting option 4=Delete, if the individual was selected in error, or recently paid their fines, or for whatever other reason they should not receive a Writ of Tax Garnishment.

The work list can be positioned by name or case ID. If the case ID positioning is used, the name on the case will be used to position the work list by name. The F6=Print All and the F7=Print All & Create File will print the Tax Garnishments in alphabetical name order.

Screen input edits are as follows:

- The only valid options are 2=Change, 4=Delete, 5=Display, or 6=Print. Any other entry will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Print and returns the user to the Tax Garnishment Menu.
- F6=Print All Prints a Writ of Tax Garnishment form for all of the individuals in the list. The user will be prompted for Date of Issue and sort order prior to printing.



Menus: 10. Tax Garnishment

Forms: 1. Request and Writ of Tax Garnishment

F7=Prt & Create File Prints a Writ of Tax Garnishment form for all of the individuals in the list and also creates a file that can be sent to Treasury. The user will be prompted for Date of Issue and sort order prior to printing.

The current Tax Year in the data file is calculated as follows:
January 1 – July 31 → Tax Year = Current Year -1
August 1 – December 31 → Tax Year = Current Year

In the rare case that a court would file after July 31 for the current year, please call DMC to manually set the year in the file.

F10=Report Prints the Tax Garnishment List Report which can be used for verification of all information.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
Option 2=Change

Request for Tax Garnishment

Type information, press Enter.

Plaintiff People of STATE/COUNTY c/o 60TH DISTRICT COURT 990 TERRACE STREET DMC TECHNOLOGY GROUP, MI 49442 Plaintiff's Attorney ■57726 HILSON, DALE J., 990 TERRACE ST FL 5 MUSKEGON, MI 49442 (231) 724-6435	Case ID: 07093471SD WRNT Amount Due: 1,408.40 Defendant BRAND/CURTIS/GRIFFIN 1757 SMITH MUSKEGON, MI 49442 SSN: ### - ## - 0584
--	---

F3=Exit F4=Prompt F5=Case Id's F12=Cancel

SSN retrieved for BRAND/CURTIS/GRIFFIN.
 All edits have passed successfully.
 Press Enter to place BRAND/CURTIS/GRIFFIN
 in the Tax Garnishment Review file.

This view shows the SSN masking turned on. It can be set to show the entire SSN with a customization setting.

The above screen displays when the user selects option 2=Change on the Tax Garnishment Form Print screen. It displays the information that will print on the Writ of Tax Garnishment form and will allow the user to change the Plaintiff's Attorney (if the system customization value is set to not default the attorney by venue) and the Social Security Number.

Screen function keys are as follows:

- | | |
|--------------|---|
| F3=Exit | Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu. |
| F4=Prompt | If this function key is available it will allow the user to select a new Plaintiff Attorney from the list defined in the JIS system. This is only available if the system customization parameter is set to not use the default by venue, otherwise it is protected from input. |
| F5=Case ID's | This function will display a window with the case ID, amount due and case status. |
| F12=Cancel | Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen. |

Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
Option 5=Display

```

D6000DMC          Tax Garnishment Form Information          5/30/12  11:06:04
View information, press Enter.

Case Id . . . . . : 00002214SM          Current Amount Due:          510.00

Plaintiff:          (Src: JIS Case)          Defendant:
People of STATE/COUNTY          BOOHER/STEVEN/ALLEN
c/o 60TH DISTRICT COURT          6296 DALSON RD
990 TERRACE STREET          TWIN LAKE, MI 49457
DMC TECH GROUP, MI 49442

Plaintiff's Attny: (Src: JIS Case)          SSN . . . . . : 369-74-3821
59559
MEYERS,MELISSA LOYCE,
1 E APPLE AVE STE B
MUSKEGON, MI 49442
(231) 727-3000

F3=Exit  F12=Cancel
    
```

The source for the Plaintiff and Plaintiff Attorney is displayed to inform the user where the system retrieved the information. This is controlled by customization parameters.

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
F6=Print All

```

D6000DMC                               Tax Garnishment Form Print           8/27/13  11:21:35
                                          Print All - No Data File
Position to Name . . . _____
Type options, press Enter.
  2=Change  4=Delete  5=Display
Opt Name ( [red box] = Missing Info)
_ ABARE/JOSEPH/HENRY
_ ABDULKARIM/ANWAR/ABUBAKAR
_ ACKERMAN/KATHERINE/ELIZABETH
_ ADAME/ISMAEL/
_ ADDICOTT/BRANDEN/JOHN
_ ALEXANDER/RANDELL/ALLEN
_ ALEXANDER/THOMAS/WILLARD
_ ALGER/EMILY/ANN
_ ALSTON/SEQUOIA/DANIELLE
_ ANDERSON/JEFFREY/SCOTT
_ ANDERSON/MARCUS/DESHAWN
_ ANDERSON/NICHOLAS/JAMES
_ ANDERSON/ORLANDO/DESHAWN

Date of Issue . . . 8/28/13  MM/DD/YY
Verify/Change Sort Order, press Enter.
Sort by
C/N   Form                Copy   Output Queue
  N   Tax Garn-Prt1-No SSN   1   D60TG2013
  N   Tax Garn-Prt1-No SSN   2   PRT01
  N   Tax Garn-Prt2-SSN     1   D60TG2013
  N   Tax Garn-Prt2-SSN     2   PRT01
  N   Tax Garn-Prt2-SSN     3   PRT01

F3=Exit  F6=Print All  F7=Pri

                                          Bottom
F3=Exit  F12=Cancel
    
```

The above screen displays when the user selects function key F6=Print All. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (===>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

- F3=Exit Exits the Tax Garnishment Print All screen and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits the Tax Garnishment Print All screen and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
F7=Print All & Create Data File

```

D6000DMC                               Tax Garnishment Form Print           8/27/13  11:55:11
                                          Print All - Create Data File
Position to Name . . . _____
Type options, press Enter.
  2=Change  4=Delete  5=Display
Opt Name ( [ ] = Missing Info)
_ ABARE/JOSEPH/HENRY
_ ABDULKARIM/ANWAR/ABUBAKAR
_ ACKERMAN/KATHERINE/ELIZABETH
_ ADAME/ISMAEL/
_ ADDICOTT/BRANDEN/JOHN
_ ALEXANDER/RANDELL/ALLEN
_ ALEXANDER/THOMAS/WILLARD
_ ALGER/EMILY/ANN
_ ALSTON/SEQUOIA/DANIELLE
_ ANDERSON/JEFFREY/SCOTT
_ ANDERSON/MARCUS/DESHAWN
_ ANDERSON/NICHOLAS/JAMES
_ ANDERSON/ORLANDO/DESHAWN

Date of Issue . . . 8/28/13  MM/DD/YY
Verify/Change Sort Order, press Enter.
Sort by                               Output
C/N  Form                               Copy  Queue
_ N  Tax Garn-Prt1-No SSN              1  D60TG2013
_ N  Tax Garn-Prt1-No SSN              2  PRT01
_ N  Tax Garn-Prt2-SSN                 1  D60TG2013
_ N  Tax Garn-Prt2-SSN                 2  PRT01
_ N  Tax Garn-Prt2-SSN                 3  PRT01

F3=Exit  F12=Cancel                               Bottom
F3=Exit  F6=Print All  F7=Pri
    
```

The above screen displays when the user selects function key F7=Print All & Create Data File. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (==>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

F3=Exit	Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Menu.
F12=Cancel	Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment

Forms: 1. Writ of Tax Garnishment – Example (Part 1)

Original – State Treasurer (Part 1)
1st Copy – Court (Part 2)
2nd Copy – Defendant (Part 2)

3rd Copy – Return (Proof of Service) (Part 2)
4th Copy – Plaintiff/Attorney (Proof) (Part 2)

Approved, SCAO

* STATE OF MICHIGAN 60 TH JUDICIAL DISTRICT — JUDICIAL CIRCUIT	REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)	* CASE NO. 10126505SM
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Court address: 60th Judicial District Court, 1111 Hall of Justice-Super Room, Muskegon, MI 49555 * Zip code: 49555 Court telephone no. (517) 222-1234

This portion to be completed TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and by the court only. mail to: the plaintiff. the plaintiff's attorney. the court.

Plaintiff name and address (judgment creditor) People of the State of Michigan C/O 60TH District Court 990 Terrace Street Muskegon, MI 49442 Plaintiff FE no./ Social security no. FED654321 Plaintiff's attorney, address HILSON, DALE J., 351 Terrace Street Toledo, MI 49442 Plaintiff attorney FE no. Plaintiff attorney telephone no. * (351) 222-1234	V	Defendant name and address (judgment debtor) HANSEN/MICHAEL/BENJAMIN 7321 WHITE RD, LOT 103 MUSKEGON, MI 49442 Social security no. 111-22-3333 Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
--	---	--

REQUEST NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postfiling interest already included in the judgment.

1. On 12/07/10, the plaintiff received judgment against the defendant for: \$ 1,463.00
2. The total amount of judgment interest accrued to date is: \$ _____
- The total amount of postjudgment costs accrued to date is: \$ _____
- The total amount of postjudgment payments and credits made to date is: \$ _____
3. The amount of the unsatisfied judgment now due (including interest and costs) is: \$ 1,463.00
4. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant.
4. Plaintiff requests a writ of garnishment to intercept income tax and that is to be paid to plaintiff's attorney. plaintiff.

I declare that the statements above are true to the best of my information, knowledge, and belief.

04/01/16 Date Plaintiff/Agent/Attorney Address

WRIT OF GARNISHMENT To be completed by the court.

Your signature can be placed here

TO THE PLAINTIFF:

1. The social security number field is blacked out for security reasons on all parts except the garnishee copy.
2. You must serve this writ on the state treasurer along with a \$6.00 fee and any discovery request for information related to this garnishment.
3. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer.
4. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request.
5. If a state tax refund or credit is not intercepted before October 31 of the year during which this writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed.

TO THE DEFENDANT:

1. If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form.
2. You have 14 days after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment 28 days after the disclosure was filed with the court.

TO THE GARNISHEE:

1. Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment.
2. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant.
3. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure.
4. You are ordered to pay the amount intercepted under this writ as stated at the top of this form.

04/01/16 Date of issue Deputy state treasurer

MC 52 (6/14) REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 1) MCL 600.4061, MCL 600.4051a



Menus: 10. Tax Garnishment

Forms: 1. Writ of Tax Garnishment – Example (Part 2)

Approved, SCAO ● STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original – State Treasurer (Part 1) 1 st Copy – Court (Part 2) 2 nd Copy – Defendant (Part 2)	3 rd Copy – Return (Proof of Service) (Part 2) 4 th Copy – Plaintiff/Attorney (Proof) (Part 2)
REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)		● CASE NO. 10126505SM
Court address 60th Judicial District Court, 1111 Hall of Justice-SuperRoom, Muskegon, MI 49555		● Zip code 49555
		Court telephone no. (517) 222-1234
● This portion to be completed by the court only. TO THE GARNISHEE: Make the amount intercepted pursuant to this writ payable to and mail to: <input type="checkbox"/> the plaintiff, <input type="checkbox"/> the plaintiff's attorney, <input checked="" type="checkbox"/> the court.		
● Plaintiff name and address (judgment creditor) People of the State of Michigan C/O 60TH District Court 990 Terrace Street Muskegon, MI 49442	v	● Defendant name and address (judgment debtor) HANSEN/MICHAEL/BENJAMIN 7321 WHITE RD, LOT 103 MUSKEGON, MI 49442
● Plaintiff's attorney, address HILSON, DALE J., 351 Terrace Street Toledo, MI 49442		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
● Plaintiff attorney FE no. ● Plaintiff attorney telephone no. (351) 222-1234		
REQUEST NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postfiling interest already included in the judgment.		
1. On <u>12/07/10</u> , the plaintiff received judgment against the defendant for: \$ <u>1,463.00</u> 2. The total amount of judgment interest accrued to date is: \$ _____ The total amount of postjudgment costs accrued to date is: \$ _____ The total amount of postjudgment payments and credits made to date is: \$ _____ ● The amount of the unsatisfied judgment now due (including interest and costs) is: \$ <u>1,463.00</u> 3. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant. 4. Plaintiff requests a writ of garnishment to intercept income tax and that is to be paid to <input type="checkbox"/> plaintiff's attorney. <input type="checkbox"/> plaintiff. I declare that the statements above are true to the best of my information, knowledge, and belief.		
Date <u>04/01/16</u> Plaintiff's attorney signature		
WRIT OF GARNISHMENT To be completed by the court.		
TO THE PLAINTIFF: 1. The social security number field is blacked out for security reasons on all parts except the garnishee copy. 2. You must serve this writ on the state treasurer along with a \$6.00 fee and any discovery request for information related to this garnishment. 3. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer. 4. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request. 5. If a state tax refund or credit is not intercepted before October 31 of the year during which this writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed.		
TO THE DEFENDANT: 1. If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form. 2. You have 14 days after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment 28 days after the disclosure was filed with the court.		
TO THE GARNISHEE: 1. Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment. 2. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant. 3. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure. 4. You are ordered to pay the amount intercepted under this writ as stated at the top of this form.		
Date of issue <u>04/01/16</u> Deputy court clerk signature		
MC 52 (5/14) REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 2) MCL 609.4061, MCL 600.4061a		



Menus: 10. Tax Garnishment F10=Report - Tax Garnishment List Report Sort Prompt

```

D6000DMC                               Tax Garnishment Form Print          6/05/14  15:22:03
Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Print  7=Display ROA
( [Y] = Out of State)
Opt Name ( [R] = Missing Info)
  _ ALEXANDER/LINDA/MARIE           5/11/65  10127917SM  WRNT    517.20
  _ ALEXANDER/RANDELL/ALLEN
  _ ALEXANDER/REGINALD/MAURICE
  _ ALEXANDER/THOMAS/WILLARD
  _ ALONSO/ESMERALDA/
  _ ANDERSON/DOUGLAS/THOMAS
  _ ANDERSON/ERRA/MONAIJAH
  _ ANDERSON/MARCUS/DESHAWN
  _ ANDERSON/ORLANDO/DESHAWN
  _ ANDERSON/TAMMY/KAY
  _ APPLGATE/DAVID/WAYNE
  _ ARBOGAST/TERESA/MARIE           9/23/63  05064955SD  WRNT    957.00
  _ ASKEW/DEVIN/LEE                 1/25/86  10118892SM  WRNT    373.20
More...
F3=Exit  F6=Print All  F7=Print All & Create File  F10=Report  F12=Cancel
    
```

Print List

Type selection, press Enter.

1=Select

Sort by Name [█] or Case ID []

Print Detail [] or Summary []

F3=Exit F12=Cancel

The Print List window screen will enable the user to select the sort order of the Tax Garnishment List Report. This report will print the detailed information of every current record in Tax Garnishment Review status. The user must type a 1=Select next to the “Name” or “Case ID” field to determine the sort order of the report. Also, they must select either the Detail or Summary report. Multiple selections or no selection will generate an edit error.

Screen function keys are as follows:

F3=Exit Exits the Print List window screen and returns the user to the COLLECT System Main Menu.

F12=Cancel Returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment

F10=Report - Tax Garnishment List Report Sort Prompt

Tax Garnishment List Report - Detail

Page:	1	6000 - DMC-MUSKEGON-TEST	8/30/10 13:26:53		
Sort Order:	DEFENDANT NAME	TAX GARNISHMENT LIST REPORT	*** CONFIDENTIAL - SHRED TO DISCARD ***		
Defendant Name	Date of Birth	Case ID	Stat	Offense Date	Plaintiff
ACHTERHOFF/BRIAN/EDWARD 3485 HICKORY TWIN LAKE, MI 49457	10/04/65	08105628SM	DISP	10/09/08	People of the state of Michigan Prosecutor: 69894 Phone: (231) 724-6435 MCENHILL, RACHAEL RENEE, 990 TERRACE ST FL 5 MUSKEGON, MI 49442
ACKERSON/PAULA/RUTH 2251 BLODGETT ST MUSKEGON, MI 49441	5/11/58	08D374079	DISP	11/16/08	N. MUSKEGON Prosecutor: 43644 Phone: (313) 665-4089 PINCIOTTI, CYNTHIA J., 300 RENAISSANCE CENTER DETROIT, MI 48265
ACRE/TABETHA/MAY 2106 E CREEKWOOD DR TWIN LAKE, MI 49457	3/29/84	08D376482	DISP	8/27/08	MUSKEGON Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
ARMSTRONG/ROBERT/LEE 2233 HOWDEN MUSKEGON HEIGHTS, MI 49444	10/14/59	04054238OT	WRNT	10/23/96	MUSKEGON Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
BAATZ/GENE/EARL 1363 WALKER RD MUSKEGON, MI 49442	1/04/69	07094016SM	PROB	9/29/07	People of the state of Michigan Prosecutor: 45717 Phone: (231) 724-6435 BADER, JOSEPH J., 990 TERRACE ST MUSKEGON, MI 49442
BAATZ/GENE/EARL 1363 WALKER ROAD MUSKEGON, MI 49442	1/04/69	08D367947A	WRNT	5/01/08	MUSKEGON Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
BAATZ/GENE/EARL 1363 WALKER ROAD MUSKEGON, MI 49442	1/04/69	08D367947B	WRNT	5/01/08	MUSKEGON Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442

Page:	18	6000 - DMC-MUSKEGON-TEST	8/30/10 13:26:53		
Sort Order:	DEFENDANT NAME	TAX GARNISHMENT LIST REPORT	*** CONFIDENTIAL - SHRED TO DISCARD ***		
Defendant Name	Date of Birth	Case ID	Stat	Offense Date	Plaintiff
WURTHNER/BYRON/LEE 68 RIVER ROAD NORTH MUSKEGON, MI 49445	5/17/79	070887298D	WRNT	5/27/07	People of the State of Michigan Prosecutor: 69894 Phone: (231) 724-6435 MCENHILL, RACHAEL RENEE, 990 TERRACE ST FL 5 MUSKEGON, MI 49442
Total cases and amount selected for Tax Garnishment: 120 161,997.91					
** END OF REPORT **					



Menus: 10. Tax Garnishment

F10=Report - Tax Garnishment List Report Sort Prompt

Tax Garnishment List Report - Summary

Defendant Name	Date of Birth	Case ID	Stat	Current Amount Due	Last Pay Date
ALEXANDER/LINDA/MARIE	5/11/65	10127917SM	WRNT	517.20	
ALEXANDER/RANDELL/ALLEN	7/18/54	08D366137B	WRNT	312.00	
ALEXANDER/REGINALD/MAURICE	5/15/80	12144681ST	WRNT	444.00	
ALEXANDER/THOMAS/WILLARD	11/11/61	05065719SD	WRNT	1,095.00	
ALONSO/ESMERALDA/	9/28/88	11137241SD	WRNT	1,418.00	
ANDERSON/DOUGLAS/THOMAS	11/14/86	13D442682B	DISP	254.00	
ANDERSON/ERRA/MONAJAH	5/20/92	11136070SM	WRNT	107.00	
ANDERSON/MARCUS/DESHAWN	8/17/72	12144231SM	DISP	275.00	
ANDERSON/ORLANDO/DESHAWN	11/28/89	10128176SM	WRNT	414.00	
ANDERSON/TAMMY/KAY	3/04/70	06077543OT	WRNT	307.60	
APPLEGATE/DAVID/WAYNE	9/09/64	01012776SM	WRNT	745.82	
ARBOGAST/TERESA/MARIE	9/23/63	05064955SD	WRNT	957.00	
ASKEW/DEVIN/LEE	1/25/86	10118892SM	WRNT	373.20	
AYERS/DUJUAN/AARON	8/18/83	10121215SM	WRNT	654.00	
BAILEY/TONY/DONIEL	7/06/62	12143493SM	DISP	63.00	
BAINES/MARKUS/A AKA SEE BELOW	5/05/77	12141721SM	WRNT	306.00	

Defendant Name	Date of Birth	Case ID	Stat	Current Amount Due	Last Pay Date
ZERLAUT/TONYA/LYNN	7/08/76	10128377SM	WRNT	354.00	
Total cases and amount selected for Tax Garnishment:				541	312,657.63
** END OF REPORT **					



Menus: 10. Tax Garnishment Forms: 2. Proof of Service

```

D6000DMC                Proof of Service Form Print                11/17/08  12:11:17

Position to Case Id . . . _____

Type options, press Enter.
5=Display  6=Print

Opt  Case Id      Name                               Birth   Printed
    Date         Date                               Date    Date
=    TESTCASE2   TESTCASEII//                      11/07/78 10/29/08
-    00D185761B  ADAMS/ROCHELLE/LATRICE            11/19/73 10/29/08
-    00006454CT  ADAMS/ROCHELLE/LATRICE            11/19/73 10/29/08
-    01D216514A  DEMEMBER/LORI/                     11/18/76  6/10/08
-    02D233168  ACKERBERG/TASHA/MARIE              7/20/78 10/29/08
-    03D259600  OAKES/ELEANOR/ANN                  9/27/45 10/29/08
-    03039124SM  TAYLOR-SMITH/JUNE/L                2/27/66 10/29/08
-    04047987SD  ULLMER/JOE/TRAVIS                  5/17/64 10/29/08
-    04059420SM  UPDYKE/ERIC/MICHAEL                1/16/86 10/29/08
-    04486751   RACINE/MARCELL/JEAN               11/24/61 10/29/08
-    05D306844C  IVEY/TIFFANY/LASHAWN               4/26/87 10/29/08
-    05068313SM  GABRION/DAVID/ALAN                 11/01/55 10/29/08
-    06D315425  QUINTON/JAMES/LYN                  11/03/68 10/29/08

More...

F3=Exit  F6=Print All  F12=Cancel
    
```

The above screen allows the user to print the Proof of Service form for an individual or for all individuals in the list. The user can view the information that was printed on the Tax Garnishment form by selecting option 5= Display.

Screen input edits are as follows:

- The only valid options are 5=Display or 6=Print. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Print and returns the user to the Tax Garnishment Menu.
F6=Print All	Prints a Proof of Service form for all of the individuals in the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 5=Display

```
_D6000DMC          Tax Garnishment Form Information      11/17/08  12:15:57
View information, press Enter.

Case Id . . . . . : 02D242756A          Current Amount Due:      170.00

Plaintiff:                                Defendant:
MUSKEGON                                  TRAMMELL/TAMARA/LATRICE
                                           2516 JARMAN
                                           MUSKEGON, MI 49444

Prosecutor:                                SSN . . . . . : 999-99-9999
 22812
WIERENGO, ANDREW, III
990 TERRACE ST
MUSKEGON, MI 49442
(231) 724-6305

F3=Exit  F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Proof of Service Form Information and returns the user to the Tax Garnishment Menu.

- F12=Cancel Exits Proof of Service Form Information and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 6=Print or F6=Print All

```

D      Proof of Service
P      Type choices, press Enter.
      1=Select
T
=      OFFICER CERTIFICATE          or  X AFFIDAVIT OF PROCESS SERVER
O      X I served the request and writ of garnishment, the $6.00 fee, and any
      attachments by:
          X personal service          _ registered or certified mail (copy
          of return receipt attached) on:
      Date . . . . . 11/18/08          Time . . . . . 12:18 (HH:MM)
                                          (24 Hour Clock)
      X I served a copy of the request and writ of garnishment by:
          X personal service          _ first class mail on:
      Date . . . . . 11/18/08          Time . . . . . 12:18 (HH:MM)
                                          (24 Hour Clock)
      Name . . . . . JANE X. DOE
      Title . . . . . COURT ADMINSTRATIVE ASSISTANT
      F3=Exit  F12=Cancel
F
    
```

The above screen displays when the user selects option 6=Print or F6=Print All on the previous screen. It allows the user to enter the information that will print on the Proof of Service form. The values will be defaulted from the previous print. If a blank form is desired the user just needs to blank out any existing entries and press Enter and a blank form will print.

Screen function keys are as follows:

F3=Exit Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Menu.

F12=Cancel Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
F6=Print All

```

D      Proof of Service
P      Type choices, press Enter.
T      1=Select
O      _ OFFICER CERTIFICATE
        X I served the request and
        attachments by:
        _ personal service
        Date . . . . . 8/28/13
        X I served a copy of the re
        _ personal service
        Date . . . . . 8/28/13
        Name . . . . . JOHN DOE
        Title . . . . . COURT ADMINS
        F3=Exit   F12=Cancel

Print All - Proof of Service
Verify Sort Order, Press Enter.

Sort by
C/N   Form           Copy   Output
      Queue
  N   Proof of Service  1   D60TG2013
  N   Proof of Service  2   PRT01

Bottom
F3=Exit   F12=Cancel
    
```

The above screen displays when the user selects function key F6=Print All. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (===>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits the Print All Proof of Service screen and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | Exits the Print All Proof of Service screen and returns the user to the Proof of Service Form Print screen. |



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service – Example
Menus: 10. Tax Garnishment

REQUEST AND WRIT FOR GARNISHMENT
 (INCOME TAX REFUND/CREDIT)
 Case No. 081014100T

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the garnishee with this request and writ of garnishment, the \$6.00 fee, and any attachments, and file proof of service with the court clerk as directed by the plaintiff. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

OFFICER CERTIFICATE OR AFFIDAVIT OF PROCESS SERVER
 I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required) Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

I served the request and writ of garnishment, the \$6.00 fee, and any attachments by:
 personal service registered or certified mail (copy of return receipt attached) on:

Garnishee name Michigan Department of Treasury Third Party Withholding Unit	Complete address of service PO Box 30785 Lansing, Michigan 48909	Day, date, time Monday 10/12/09 1:58 pm
---	--	--

I served a copy of the request and writ of garnishment by:
 personal service first-class mail on:

Defendant name TEETER/NICOLA/MAXINE	Complete address of service 4480 BREWER MUSKEGON, MI 49444	Day, date, time Monday 10/12/09 1:58 pm
--	--	--

I have personally attempted to serve the request and writ of garnishment on the defendant and have been unable to complete service.

Defendant name	Complete address(es) of service	Day, date, time
----------------	---------------------------------	-----------------

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service Fee	Miles traveled	Fee	TOTAL FEE
\$		\$	
Incorrect address fee	Miles traveled	Fee	
\$		\$	\$

Signature
 JANE X. DOE
 Name (type or print)
 COURT ADMINISTRATIVE ASSISTANT
 Title

Subscribed and sworn to before me on _____, _____ County, Michigan.
 Date

My commission expires: _____ Date Signature: _____
 Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received the request and writ of garnishment (and the \$6.00 fee and attachments if applicable) on

 Day, date, time
 _____ on behalf of _____
 Signature

MCR 2.105





Create PDF: 3. Create PDF Files from Form Output

```
D6000DMC                Create PDF Files from Form Output          4/15/15  10:57:21

This feature will create a PDF file on the iSeries IFS for all Tax
Garnishment and Proof of Service forms entries in the specified output
queue.  The PDF forms then can be accessed from a mapped drive on any PC.

This process may take a long time to complete.

Type choices, press Enter.

Output Queue . . . . . D60TG2015
Library . . . . . COLLECTF

iSeries IFS directory . . . . TAXGARN2015

F3=Exit  F12=Cancel
```

The above screen allows the user to generate PDF files on the AS/400 or iSeries IFS for archive purposes, also to reprint the Garn or the Proof if needed. In order to use this feature, it must be enabled in the System Customization area. This process will take all generated Tax Garns and Proof of Service forms from the selected output queue / library and create the PDF document in the selected iSeries IFS directory. The PDF document files can be accessed from a mapped drive on any PC.

Screen input edits are as follows:

- The output queue and library must exist on the system.
- The iSeries IFS directory will be created if it does not currently exist.

Screen function keys are as follows:

F3=Exit	Exits Create PDF Files from Form Output and returns the user to the Tax Garnishment Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment Inquiry - Form: 4. Tax Garnishment Filing History - Release

```

D6000DMC      Tax Garnishment History Inquiry - Release      3/22/16  14:23:33
                                           Mode: ALL Cases

Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
5=Display  6=Print Release  7=ROA  D=Disclosure  G=Reprint Tax Garn

Opt  Name on Writ ( [red] = Closed)  Birth  Date  Case Id  Stat  Writ Amt  File Date
[red] AARON/JOHNNY/DEWAYNE           7/02/52 13153975ST  DISP  275.00  2/26/16
                                           275.00
-    ACHTERHOFF/DAWN/MARY           1/15/65 14157473ST  DISP  325.00  2/26/16
                                           325.00
-    ADAME/RAMIRO/                   7/16/63 03D237366C  WRNT  117.00  3/
                                           117.00
-    ADKINS/GORDON/Z                 4/11/48 13152379SD  CLSD  725.00  11/
                                           725.00
-    ADKINS/JAMIE/RYAN              8/10/89 12144292SM  DISP  1,696.00  1/
                                           1,646.00
-    AGERSTRAND/ZACHARY/TAYLOR-N    2/24/88 14156825SD  PROB  1,375.00  11/
                                           1,375.00

                                           More...

F3=Exit  F6=Print Report (Mode)  F9=All/Closed/Zero Cases  F12=Cancel
    
```

Entries in red indicate the case is now closed.

Highlighted entries indicate a difference in the Writ Amount and the Current Balance.

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the current year and the user has not run the archive function. Once the archive function is run, the entries will show under option 5. Tax Garnishment Filing Archive - Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release, 7=Display ROA, D=Disclosure entry/view, and G=Reprint Tax Garn. Any other entry will generate an edit error.

Screen function keys are as follows:

- F3=Exit** Exits Tax Garnishment Filing History and returns the user to the Tax Garnishment Menu.
- F6=Print Report** Prints a listing of all currently filed Tax Garns. The report will be based on the mode of the screen. If the screen mode is "All Cases" then the report will include all cases. If the screen mode is "Closed Cases" then the report will only include closed cases. If the screen mode is "Zero Balance Cases" then the report will only include the zero balance cases.
- F9=All/Closed/Zero Cases** This function will toggle the record selection for the screen between all cases, closed cases and zero balance cases.
- F12=Cancel** This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment

Inquiry: 4. Tax Garnishment Filing History - Release

Option 5. Display

```
D6000DMC                Tax Garnishment Form Information                6/02/11  13:28:35

View information, press Enter.

Case Id . . . . . : 07095836FY                Amount Due on Writ:                1,368.00

Date Reviewed. . . : 5/19/11
Date Filed . . . . : 6/03/11

Plaintiff:                                Defendant:
People of the City of Muskegon            BURSE/ROBERT/TIRECE
c/o 60th District Court                 2916 5TH ST
990 Terrace Street                     MUSKEGON, MI 49444
Muskegon, MI 49442-1234

Prosecutor:                                SSN . . . . . : 468-16-0251
10002
AARON, DENNIS M.,
2350 DAVID STOTT BLDG
DETROIT, MI 48226
(313) 961-1625

F3=Exit  F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.

- F12=Cancel Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Filing History screen



Menus: 10. Tax Garnishment Inquiry - Form: 4. Tax Garnishment Filing History – Release Option 6. Print Release

D6000DMC	Tax Garnishment Release Form Print	5/30/12	11:25:15
Type selections, press Enter. X=Select			
<input checked="" type="checkbox"/> The garnishment issued on 10/31/11 is withdrawn by the plaintiff. Authorized by: _ Plaintiff --OR-- _ Attorney _ The garnishment issued on 10/31/11 is cancelled by the court.	Case Id : 101254850T Date Reviewed . . : 10/24/11 Date Filed : 10/31/11 Amount Due on Writ: 354.00 Defendant: KNIGHT/JENNIFER/LOUISE 396 MCLAUGHLIN MUSKEGON, MI 49442 SSN : 375-82-2175 Plaintiff: City of Muskegon Heights C/O 60TH District Court 990 Terrace Street Muskegon, MI 49442 Prosecutor: 32291 WILLIAMS, THEODORE N., JR. 120 W APPLE AVE MUSKEGON, MI 49440 (231) 727-2103		
Select or type Last Date Paid.			
_ The last payment date found for this case is 3/05/12 . --OR-- _ Use this Last Date Paid <u>5/31/12</u> .			
F3=Exit F12=Cancel			

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an “X” the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or cancelled by the court. The user must also select to print either the last payment date found in the system, or use the manually entered last date paid (defaults to current date, but will accept any valid date).

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an “X” the reason the Tax Garnishment is being withdrawn and the last payment date. The form will not print without both selections and a valid date.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen. |



Menus: 10. Tax Garnishment Inquiry - Form: Garnishment Release - Example

Original - Court (Part 1)
1st Copy - Garnishee (Part 2)
2nd Copy - Defendant (Part 2)
3rd Copy - Plaintiff (Part 2)

Approved, SCAO	GARNISHMENT RELEASE	CASE NO. 00394342
STATE OF MICHIGAN 60 TH JUDICIAL DISTRICT ___ JUDICIAL CIRCUIT		

Court address: 60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442
Court telephone no. (231) 724-6294

Plaintiff name and address (judgment creditor) People of the state of Michigan	v	Defendant name and address (judgment debtor) CALLISON/JAMESON/ROBERT 5712 HARDING AVE MUSKEGON, MI 49442
Plaintiff's attorney, bar no., address, and telephone no. ABO, CHIYU, 44694 800 FIRST NATIONAL BLDG DETROIT, MI 48226 (313) 223-3500		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
		Defendant's social security no. 333-33-3336

TO THE GARNISHEE:

1. The garnishment issued on 7/14/10 is withdrawn by the plaintiff.
Date

The withdraw was authorized on 7/15/10 by ABO, CHIYU, 44694
Date Plaintiff/Attorney Bar no.

2. The garnishment issued on _____ is cancelled by the court.
Date

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 7/15/10 shall be returned to the defendant and
any further withholdings shall be discontinued. Date

7/15/10 _____
Date Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed
To their last-known addresses as defined by MCR 2.107(C)(3).

7/15/10 _____
Date Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the
Garnishee, defendant, and plaintiff copies.

MC 50 (6/09) GARNISHMENT RELEASE (Part 2) MCR 3.101



Menus: 10. Tax Garnishment
Inquiry: 4. Tax Garnishment Filing History - Release
Option D. Disclosure entry/view

```

D6000DMC      Tax Garnishment History Inquiry - Release      4/15/15  10:58:54

Position to Name . . . _____ or Case . . . _____

Type options, press Enter
5=Display  6=Print Rele

Opt  Name on Writ ( ■ ) = C
_   JACKSON/ARNOLD/JAMES
D  JOHNSON/RANDALL/ALLEN
_   JONES/EDWARD/
    Released:  3/17/15
_   JORDAN/GILBERT/LAMAR
_   KEYES/DIONA/JANEEN
_   MASON/BRYANT/

                                Disclosure Entry
Type option or information, press Enter.
4=Delete
Opt   Date           Amount   Final   Entered By
_     4/15/15        200.00   -       D6000DMC

                                Bottom
F12=Cancel

F3=Exit  F6=Print Report (Mode)  F9=All/Closed Cases  F12=Cancel
    
```

The above screen will allow for entry and viewing of Disclosure information. The user can enter the Disclosure Date, Amount, and optionally whether this is the Final Disclosure (Y=Yes). If there are multiple disclosures for the case, they will be displayed in list form under the entry fields. They can also be deleted with option 4=Delete. Disclosure entry is for informational purposes only and will display on the main screen. An entry will also be written to the ROA.

Screen input edits are as follows:

- A valid date in MM/DD/YY format must be entered with a non-zero dollar amount. The Final field is optional and if entered will only accept "Y"=Yes. The only difference with a Final Disclosure is the message that is displayed on the screen and ROA.
- The only valid option is 4=Delete. Any other entry will generate an edit error.

Screen function keys are as follows:

F12=Cancel Cancel the Disclosure Entry window screen and return the user to the Tax Garnishment History Inquiry – Release screen.



Menus: 10. Tax Garnishment
Inquiry - Form: 4. Tax Garnishment Filing History – Release
Option G. Reprint Tax Garn

No screen will display when the user selects to reprint the Garnishment form. The form will print and the record will be updated with the new print dates.

Check the Tax Garnishment print section to see image of a sample tax garnishment form.



Menus: 10. Tax Garnishment Inquiry - Form: 4. Tax Garnishment Filing History – Release F6=Print Report - Example

Page 1 ALL Cases		6000 - DMC TECHNOLOGY GROUP Collections - Tax Garnishment History Report							4/15/15	13:32:09
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Writ	Current Balance Due	File Date	Release Date	Disclosure Date	Disclosure Amount	
ALEXANDER/THOMAS/WILLARD	11/11/61	05065719SD	WRNT	1,095.00	1,095.00	11/01/14	2/04/15	3/02/15	351.00	
ALONSO/ESMERALDA/	9/28/88	11137241SD	WRNT	1,418.00	1,418.00	11/01/14	3/04/15			
BRAND/CURTIS/GRIFFIN	8/06/55	07093471SD	WRNT	1,408.40	1,408.40	11/01/14				
BRAY/JOSHUA/DAVID	4/14/88	10122046SD	WRNT	1,107.20	1,107.20	11/01/14	3/17/15			
BROTON/JENNIFER/MARIE	11/24/79	11137710SD	WRNT	1,053.00	1,053.00	11/01/14				
BROWN/TYRA/TASHEE	1/13/74	9887189SM	WRNT	3,600.00	3,600.00	11/01/14				
CAGE/THEODORE/ROOSEVELT	4/02/56	06074341OD	WRNT	1,199.00	1,199.00	11/01/14				
CHAMBERS/ALVIN/LYNDELL	9/04/85	05059918SM	WRNT	2,278.56	2,278.56	11/01/14				
DAULT/VINCENT/MICHAL	12/28/85	06084244ST	WRNT	1,437.60	1,437.60	11/01/14				
DAVIS/ARTHUR/LEE-ALBERT	7/11/57	03036997OD	WRNT	2,691.00	2,691.00	11/01/14				
DAVIS/CORY/JERARD	8/09/72	06073718FY	WRNT	1,554.00	1,554.00	11/01/14				
DECKER/ROBERT/WILLIAM II	7/19/86	10123986SD	WRNT	1,206.93	1,206.93	11/01/14				
DUELL/DOUG/	9/25/75	10120994SM	WRNT	1,140.00	1,140.00	11/01/14				
DUNCAN/TERRANCE/LARON	12/21/78	04058351SM	WRNT	1,230.00	1,230.00	11/01/14				
ENGLAND/RANDOLPH/WILSON	7/13/62	9657147CD	WRNT	1,248.00	1,248.00	11/01/14				
FIDLER/ERIN/RAE	5/23/89	12144577SD	WRNT	1,392.00	1,392.00	11/01/14				
FLOREZ/ROBERTO/JUAN	11/06/68	09117080SD	WRNT	1,758.00	1,758.00	11/01/14				
GAVITT/TODD/ALLEN	3/23/75	12142617OD	WRNT	1,014.00	1,014.00	11/01/14				
GROSS/REID/THOMAS	7/24/70	03043523FY	DISP	4,214.00	4,214.00	11/01/14				

Page 3 ALL Cases		6000 - DMC TECHNOLOGY GROUP Collections - Tax Garnishment History Report							4/15/15	13:32:09
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Writ	Current Balance Due	File Date	Release Date	Disclosure Date	Disclosure Amount	
TERRY/DANIEL/RAE	4/11/64	99097223CD	WRNT	1,293.00	1,293.00	11/01/14				
THOMAS/ANTHONY/DEWAYNE	8/14/77	01021685SM	WRNT	3,575.00	3,575.00	11/01/14				
VINES/VINCENT/ALEXANDER	9/14/66	02024082SM	WRNT	3,360.00	3,360.00	11/01/14				
WAGNER/WILLIAM/CHARLES	6/19/67	04055373FY	WRNT	1,674.00	1,674.00	11/01/14				
WALKER/CURTRAIL/JUSTIN	6/02/89	12143445SD	WRNT	1,464.00	1,464.00	11/01/14				
WALKER/MYRON/CURTIS	2/16/89	13150270SD	WRNT	1,674.00	1,674.00	11/01/14				
WALLACE/RONNY/EARL	3/06/68	03036620SM	WRNT	2,118.00	2,118.00	11/01/14		4/15/15	100.00	
WARD/ARCHESTER/	4/05/40	01017751SM	WRNT	4,439.00	4,439.00	11/01/14				
WELLS/NAPOLEON/JR	3/27/61	07083534OD	WRNT	1,222.00	1,222.00	11/01/14				
WYRICK/DEARREA/SHALONDRE	8/27/90	11128660SD	WRNT	1,378.00	1,378.00	11/01/14				
YOUNG/PATRICK/WAYNE	6/15/60	9774584SM	WRNT	1,024.00	1,024.00	11/01/14				
				110,451.69	108,833.69				836.00	

** End of Report **



Menus: 10. Tax Garnishment Inquiry - Form: 5. Tax Garnishment Filing Archive - Release

D6000DMC		Tax Garnishment Archive Inquiry - Release			6/06/14	15:41:38
Position to Name . . . _____ or Case . . . _____						
Type options, press Enter.						
5=Display 6=Print Release 7=Display ROA						
		Birth			Case	Amount Due
Opt	Name on Writ	Date	Case Id	Stat	on Writ	File Date
█	ABBATOY/FREDRICK/LEE JR	6/20/85	08100459SM	CLSD	588.00	10/27/09
-	ACHTERHOFF/BRIAN/DAKOTA	12/04/86	11133342ST	CLSD	474.00	10/29/12
-	ACKER/LOGAN/MATTHEW	5/10/83	121434810T	CLSD	474.00	10/31/13
-	ADAMS/MICHAEL/DERRICK	1/16/68	07D354575B	CLSD	312.00	10/31/11
-	ADAMS/PAUL/JR	6/13/89	08100747SM	CLSD	450.00	10/27/09
-	ADAMS/PAUL/JR	6/13/89	08100747SM	CLSD	540.00	10/27/10
-	ADAMS/PAUL/JR	6/13/89	121423820T	CLSD	504.00	10/29/12
-	AINSWORTH/RUSSELL/CURTIS	9/06/54	10118918SM	CLSD	390.00	10/28/10
-	AKERS/BRETT/DUANE	5/11/71	06076557SM	CLSD	420.00	10/27/09
-	AKERS/BRETT/DUANE	5/11/71	06076557SM	CLSD	420.00	10/28/10
-	ALEXANDER/JOSEPH/CARL JR	12/16/85	11136142ST	CLSD	685.20	10/29/12
-	ALEXANDER/KATHERINE/LYNN	5/14/68	04D287738B	CLSD	308.00	10/31/11
-	ALEXANDER/LINDA/MARIE	5/11/65	10127917SM	WRNT	431.00	10/31/13
						More...
F3=Exit F6=Print Report F12=Cancel						

The above screen displays all of the individuals that have received a Writ of Tax Garnishment for the previous years. All entries on this screen are archived from previous years (or the current year if the archive function has been run). This screen functions exactly like 3. Tax Garnishment Filing History – Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release and 7=Display ROA. Any other entry will generate an edit error.

Screen function keys are as follows:

- | | |
|-----------------|--|
| F3=Exit | Exits Tax Garnishment Filing Archive and returns the user to the Tax Garnishment Menu. |
| F6=Print Report | This will prompt the user for the Tax Year to report on and will generate a listing of all cases filed. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 10. Tax Garnishment

Inquiry: 5. Tax Garnishment Filing Archive - Release

Option 5. Display

```
D6000DMC          Tax Garnishment Form Information          6/02/11  13:35:45

View information, press Enter.

Case Id . . . . . : 04051997SM          Amount Due on Writ:      1,225.00

Date Reviewed. . . : 5/19/11
Date Filed . . . . : 6/01/11

Plaintiff:                                Defendant:
People of the City of Muskegon             BREWER/HASSEL/WILLIAM III
c/o 60th District Court                  1280 WOODCREEK
990 Terrace Street                       Apt # B
Muskegon, MI 49442-1234                  MUSKEGON, MI 49441

Prosecutor:                                SSN . . . . . : 529-14-6321
36226
TAGUE, TONY,
990 TERRACE ST
MUSKEGON, MI 49442
(231) 724-6435

F3=Exit  F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Filing History screen



**Menus: 10. Tax Garnishment
 Inquiry - Form: 5. Tax Garnishment Filing Archive – Release
 Option 6. Print Release**

```

D6000DMC          Tax Garnishment Release Form Print          5/30/12  11:39:42
Type selections, press Enter.
X=Select
█ The garnishment issued on 10/28/10 is withdrawn by
  the plaintiff.
  Authorized by:  _ Plaintiff
--OR--           _ Attorney
_ The garnishment issued on 10/28/10 is cancelled by
  the court.
Select or type Last Date Paid.
_ The last payment date found for this case is 5/31/12 .
--OR--
_ Use this Last Date Paid 5/31/12 .
F3=Exit  F12=Cancel
Case Id . . . . . : 00002214SM
Date Reviewed . . : 9/28/10
Date Filed . . . . : 10/28/10
Amount Due on Writ: 585.00
Defendant:
BOOHER/STEVEN/ALLEN
6296 DALSON RD
TWIN LAKE, MI 49457
SSN . . . . . : 369-74-3821
Plaintiff:
People of the State of Michigan
Prosecutor:
36226
TAGUE, TONY,
990 TERRACE ST
MUSKEGON, MI 49442
(231) 724-6435
    
```

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an “X” the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or cancelled by the court. The user must also select to print either the last payment date found in the system, or use the manually entered last date paid (defaults to current date, but will accept any valid date).

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an “X” the reason the Tax Garnishment is being withdrawn and the last payment date. The form will not print without both selections and a valid date.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen. |



Menus: 10. Tax Garnishment Inquiry - Form: Garnishment Release - Example

Approved, SCAO		Original - Court (Part 1) 1 st Copy - Garnishee (Part 2) 2 nd Copy - Defendant (Part 2) 3 rd Copy - Plaintiff (Part 2)
STATE OF MICHIGAN 60 TH JUDICIAL DISTRICT — JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 00394342
Court address 60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442		Court telephone no. (231) 724-6294
Plaintiff name and address (judgment creditor) People of the state of Michigan	v	Defendant name and address (judgment debtor) CALLISON/JAMESON/ROBERT 5712 HARDING AVE MUSKEGON, MI 49442
Plaintiff's attorney, bar no., address, and telephone no. ABO, CHIYU, 44694 800 FIRST NATIONAL BLDG DETROIT, MI 48226 (313) 223-3500		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
		Defendant's social security no. 333-33-3336

TO THE GARNISHEE:

1. The garnishment issued on 7/14/10 is withdrawn by the plaintiff.
Date

The withdraw was authorized on 7/15/10 by ABO, CHIYU, 44694
Date Plaintiff/Attorney Bar no.

2. The garnishment issued on _____ is cancelled by the court.
Date

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 7/15/10 shall be returned to the defendant and
any further withholdings shall be discontinued. Date

7/15/10
Date _____
Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed
To their last-known addresses as defined by MCR 2.107(C)(3).

7/15/10
Date _____
Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the
Garnishee, defendant, and plaintiff copies.

MC 50 (6/09) GARNISHMENT RELEASE (Part 2) MCR 3.101



**Menus: 10. Tax Garnishment
 Inquiry: 5. Tax Garnishment Filing Archive - Release
 F6=Print Report**

```

D6000DMC      Tax Garnishment Archive Inquiry - Release      6/04/12  10:47:35
Position to Name . . . _____ or Case . . . _____

Type options, press Enter      Report Year
5=Display      6=Print Rele

Opt  Name on Writ      Reporting Year. . . 2012
      ABBATOY/FREDRICK/LEE      (Cal Year Garn in effect)
      ADAMS/MICHAEL/DERRICK      F3=Exit   F12=Cancel
      ADAMS/PAUL/JR
      ADAMS/PAUL/JR
      AINSWORTH/RUSSELL/CURTIS      9/06/54  10118918SM
      AKERS/BRETT/DUANE      5/11/71  06076557SM
      AKERS/BRETT/DUANE      5/11/71  06076557SM
      ALEXANDER/KATHERINE/LYNN      5/14/68  04D287738B
      ALEXANDER/PERCY/      8/30/68  05071183ST
      ALEXANDER/PERCY/      8/30/68  05071183ST
      ALEXANDER/RANDELL/ALLEN      7/18/54  08097413ST
      ALEXANDER/RANDELL/ALLEN      7/18/54  08097413ST
      ALEXANDER/THOMAS/WILLARD      11/11/61  05065719SD
  
```

Opt	Name on Writ	Reporting Year	(Cal Year Garn in effect)	se at	Amount Due on Writ	File Date
-	ABBATOY/FREDRICK/LEE	2012		SD	588.00	10/27/09
-	ADAMS/MICHAEL/DERRICK	2012		NT	312.00	10/31/11
-	ADAMS/PAUL/JR	2012		SD	450.00	10/27/09
-	ADAMS/PAUL/JR	2012		SD	540.00	10/27/10
-	AINSWORTH/RUSSELL/CURTIS	2012	9/06/54 10118918SM	CLSD	390.00	10/28/10
-	AKERS/BRETT/DUANE	2012	5/11/71 06076557SM	CLSD	420.00	10/27/09
-	AKERS/BRETT/DUANE	2012	5/11/71 06076557SM	CLSD	420.00	10/28/10
-	ALEXANDER/KATHERINE/LYNN	2012	5/14/68 04D287738B	CLSD	308.00	10/31/11
-	ALEXANDER/PERCY/	2012	8/30/68 05071183ST	CLSD	494.00	10/27/09
-	ALEXANDER/PERCY/	2012	8/30/68 05071183ST	CLSD	494.00	10/28/10
-	ALEXANDER/RANDELL/ALLEN	2012	7/18/54 08097413ST	CLSD	474.00	10/27/09
-	ALEXANDER/RANDELL/ALLEN	2012	7/18/54 08097413ST	CLSD	474.00	10/28/10
-	ALEXANDER/THOMAS/WILLARD	2012	11/11/61 05065719SD	WRNT	1,110.00	10/27/09

F3=Exit F6=Print Report F12=Cancel

The above screen allows the user to select the Reporting Year. This is the calendar year the tax garnishment is in effect. For example, the 2012 Reporting year will select tax garnishment records that were filed at the end of year 2011.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Menu.

- F12=Cancel Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Archive Inquiry– Release program.



Menus: 10. Tax Garnishment
Inquiry: 5. Tax Garnishment Filing Archive - Release
F6=Print Report - Example

Page 1		6000 - DMC TECH GROUP				4/12/16		14:35:08	
Cases filed in: 2015		Collections - Tax Garnishment Archive Report for Year: 2016							
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Writ	Current Balance Due	File Date	Release Date		
AARON/JOHNNY/DEWAYNE	7/02/52	13153975ST	DISP	275.00	275.00	11/03/15			
ABDULKARIM/ANWAR/ABUBAKAR	5/25/82	03D266492B	WRNT	189.00	.00	9/17/15	9/17/15		
ACHTERHOFF/DAWN/MARY	1/15/65	14157473ST	DISP	325.00	.00	11/02/15			
ACHTERHOFF/DAWN/MARY	1/15/65	14157473ST	DISP	325.00	.00	11/03/15			
ACKERMAN/KATHERINE/ELIZABETH	5/04/77	131477800T	WRNT	474.00	474.00	11/03/15			
ACUNA/TERESA/ANNE	12/04/70	13154899ST	DISP	62.00	62.00	11/02/15			
ACUNA/TERESA/ANNE	12/04/70	14157271ST	DISP	300.00	300.00	11/02/15			
ADAME/RAMIRO/	7/16/63	03D237366C	WRNT	117.00	117.00	11/02/15			
ADAME/RAMIRO/	7/16/63	03D237366C	WRNT	117.00	117.00	11/03/15			
ADAMS/ANTWAN/AMAND	11/07/72	070884760T	WRNT	160.00	160.00	11/02/15			
ADAMS/DAVID/WILLIAM	1/24/68	131499260T	DISP	116.80	116.80	11/03/15			
ADAMS/DAVID/WILLIAM	1/24/68	141562580T	DISP	270.00	270.00	11/03/15			
ADAMS/TRICIA/JEAN	10/11/71	11137826SD	DISP	2,589.92	2,589.92	11/02/15			
ADKINS/GORDON/Z	4/11/48	13152379SD	CLSD	725.00	.00	11/01/15	3/30/16		
ADKINS/GORDON/Z	4/11/48	13152379SD	CLSD	725.00	.00	11/03/15	3/30/16		
ADKINS/JAMIE/RYAN	8/10/89	12144292SM	DISP	1,696.00	1,646.00	11/03/15			
AGERSTRAND/ZACHARY/TAYLOR-NELSON	2/24/88	14156825SD	PROB	1,375.00	1,375.00	11/01/15			
AGERSTRAND/ZACHARY/TAYLOR-NELSON	2/24/88	14156825SD	PROB	1,375.00	1,375.00	11/03/15			
AGNEW/ANNETTE/	1/06/64	121467640M	WRNT	234.00	234.00	11/03/15			
AGNEW/DONNA/SUE	6/08/58	06082308ST	WRNT	174.00	174.00	11/03/15			
AGUILERA/VICTOR/MANUEL	9/22/89	13D333072A	WRNT	216.00	216.00	11/02/15			
AHUMADA/LANA/KIM	11/27/64	14D469577	DISP	120.00	120.00	11/02/15			
ALAMIA/ISRAEL/JR	6/17/91	14D466813B	DISP	75.00	75.00	11/03/15			
ALAMIA/ISRAEL/JR	6/17/91	14D466814	DISP	75.00	75.00	11/03/15			
ALAMIA/ISRAEL/JR	6/17/91	141574800T	DISP	200.00	200.00	11/03/15			
ALDRIDGE/RODNEY/CHARLES	11/25/65	96D111845	WRNT	134.00	134.00	11/03/15			
ALDRIDGE/RODNEY/CHARLES	11/25/65	96D112119A	WRNT	122.00	122.00	11/03/15			
ALDRIDGE/RODNEY/CHARLES	11/25/65	96D115273	WRNT	128.00	128.00	11/03/15			



Menus: 10. Tax Garnishment

Yearly Reset: 6. Tax Garnishment File Reset – Archive

```

D6000DMC          Tax Garnishment File Reset - Archive      8/27/13  14:19:26

Confirm information, press Enter.

The Writ for Tax Garnishment form must be submitted yearly to the
state for processing. This process will allow the user to remove
all previously filed tax garnishment records and prepare the system
for a new batch of entries.

The Tax Garnishment file reset will perform the following:

    1. Move all currently filed Tax Garnishment records to the
       Tax Garnishment Archive file.

    2. Remove only the Archived records and leave the records in
       "REVIEW" status to be processed with the next cycle.

Press Enter to perform the Tax Garnishment File Reset, or press F12=Cancel.

F3=Exit   F12=Cancel
    
```

The above screen allows the user to easily start the tax garnishment process over for the next year. It places all tax garnishments that have already been printed into an archive file and it removes all filed tax garnishment data so that the process can be started over for a new tax year. Any newly selected cases for Tax Garnishment that have not been processed will remain in the file as part of the current year batch.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Tax Garnishment File Reset – Archive and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 10. Tax Garnishment Yearly Reset: 7. Tax Garnishment Regenerate from Archive

```

D6000DMC          Tax Garnishment Regenerate from Archive   4/12/16  14:47:48

Confirm information, type choices, press Enter.

The regeneration process will read all archive records to determine if the case
is not closed and the user defined selection criteria is met.  If selected,
a new Tax Garn record will be added to the current year file with a status of
TxR.  All data validation and printing of the forms is controlled by the court.
Selection criteria:
Offense Date Range . . . . . █_____ to _____ (MM/DD/YY) - Optional
Amount Due Range . . . . . _____ 10.00 to 9,999,999.99 ($ Range)
Case Status. . . . . 1 (1=All, 2=Warrants Only, 3=Non-Warrants)
SSN Selection . . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 2 (1=All, 2=Public Only, 3=Non-Public)
Address State. . . . . 2 (1=All, 2=MI Only, 3=Non-MI)
Restitution Owing. . . . . 1 (1=All, 2=Rest Only, 3=Non-Rest)
Payment Plan . . . . . 2 (1=All, 2=Pay Plan Only, 3=Non-Pay Plan)
Active Wage Assignment . . . . . 3 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
Disclosure Received. . . . . 1 (1=All, 2=Discl Only, 3=No Discl)
Exclude Stop Code(s) . . . . . ? M P _____ (All Blank=No Test)

Press Enter to perform the Tax Garnishment Regenerate from Archive, or
F3=Exit F4=Prompt F12=Cancel
Tax Garn Regenerate complete.  There were 33 records added.
    
```

The message line will inform the user on how many records were regenerated each time it is run.

The above screen will allow the user to narrow down the selection criteria to target specific records for the regenerate process. This job can be run multiple times if necessary. An information message will inform the user on how many records were regenerated with the selected parameters. The new records will show in the COLLECT system with a TxR status. The court will need to print, process and file all information as defined by the Michigan Department of Treasury.

Screen input edits are as follows:

- Offense Date Range is optional, but if entered must be a valid date range in MM/DD/YY format.
- Amount Due Range is required and the first amount must be less than or equal to the second amount.
- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.
- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.
- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.
- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.
- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.





Menus: 10. Tax Garnishment

Yearly Reset: 7. Tax Garnishment Regenerate from Archive

- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.
- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.
- Disclosure Received is required 1=All, 2=Disclosure Only, or 3=No Disclosure received.
- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select previously filed Tax Garn records without the selected codes.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Regenerate from Archive and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment Yearly Reset: 8. Potential Tax Garnishment Cases Report

```

D6000DMC Potential Tax Garnishment Cases Report Selection 4/12/16 14:53:06
Type choices, press Enter.
Selection Criteria:
Offense Date Range . . . . . █ to _____ (MM/DD/YY) - Optional
Amount Due Range . . . . . 50.00 to 9,999,999.99 ($ Range)
Case Status . . . . . 2 (1=All, 2=Warrants Only, 3=Non-Warrants)
SSN Selection . . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 2 (1=All, 2=Public Only, 3=Non-Public)
Address State . . . . . 2 (1=All, 2=MI Only, 3=Non-MI)
Restitution Owing . . . . . 2 (1=All, 2=Rest Only, 3=Non-Rest)
Payment Plan . . . . . 2 (1=All, 2=Pay Plan Only, 3=Non Pay Plan)
Active Wage Assignment . . . . . 2 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
Disclosure Received . . . . . 1 (1=All, 2=Discl Only, 3=No Discl)
Exclude Stop Code(s) . . . . . ? J P _ _ _ _ _ (All Blank=No Test)

Report Sort Order . . . . . 1 (1=Name, 2=Case ID)

F3=Exit F4=Prompt F12=Cancel
    
```

The above prompt screen will allow the user to select or override parameters for the Potential Tax Garnishment Report. This report is designed to be run after the Tax Garnishment Regenerate from Archive to provide a list of all other cases that may be considered for the current Tax Garnishment batch to process. The report can be narrowed down by the Selection Criteria on the screen. It can be sorted by Name or Case ID. All available cases that are not in Tax Garnishment review status that fit the Selection Criteria will be selected.

Screen input edits are as follows:

- Amount Due Range is required and the first amount must be less than or equal to the second amount.
- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.
- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.
- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.
- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.
- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.
- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.



Menus: 10. Tax Garnishment

Yearly Reset: 8. Potential Tax Garnishment Cases Report

- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.
- Disclosure Received is required 1=All, 2=Disclosure Only, or 3=No Disclosure received.
- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes.
- Report Sort Order is required and must be 1=Name, or 2=Case ID.

Screen function keys are as follows:

F3=Exit	Exits the Potential Tax Garnishment Cases Report prompt and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment

Yearly Reset: 8. Potential Tax Garnishment Cases Report

Report Example

Page	1	6000 - DMC TECH GROUP		4/12/16	14:58:06								
Collections - Potential Tax Garnishment Cases Report													
Report Selection: Offense Date: ALL Cases		Amount Due: 50.00 - 9,999,999.99		Status: ALL SSN: SSN Only									
Privacy: Public Only		Address State: MI Only		Restitution: ALL Cases									
Wage Asgn: WgAsn Only		Disclosure: ALL Cases		Pay Plan: PAY PLAN Cases									
		Excl Stop Codes:		Sort: by NAME									
Name	Birth	Case ID	Stat	Amt Due	Last Garn Filed	No SSN	Pay Plan	Owe Rest	Out of State	Wage Asgn	Dsc1	Stp Cd	Non Pub
DANCZ/MARK/JAMES	06/11/64	131524180D	PROB	400.00			Y			Y		Z	
EALOM/EDDIE/LEE	08/23/48	14D469976	DISP	140.00			Y			Y			
GERMAN/LATASHARENE/	01/31/74	11129167SM	DISP	3,067.00			Y	Y		Y			
GRISHAM/TERRANCE/DENARD	02/14/72	09117925SM	DISP	12,458.00			Y	Y		Y		S	
JEWETT/JERRY/ARTHUR	01/11/80	11137249SM	DISP	3,409.35			Y	Y		Y			
Total number of cases:			5	19,474.35									
** End of Report **													

Menus: 11. Collection Agency New Case Processing

Extract: 1. New Case Extraction

```

D6000DMC          Collection Agency New Case Extraction    5/29/09  10:46:55

To submit job to batch, press Enter.

New cases will not be extracted unless it is disposed
and at least 60 days has elapsed since the offense date.

There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
  
```

This parameter is defined in the Customization Section

The Collection Agency New Case Extraction screen will display. The user just needs to press Enter, to submit the job.

Once a defendants case(s) have been sent to a Collection Agency, the COLLECT system will no longer send statements to that individual. This process will identify and later notify these individuals who get a new case entered on the system. The case must be disposed and at least XXX days have elapsed since the offense date. The number of days to elapse is defined in the Customization Section. Once the user submits this job, they will receive a completion message back to their work station with the number of cases that were extracted. Based on the results, they can continue with the notification process or run this job at a later date if no new cases were found.

A report will be generated to list all new cases that were extracted.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 11. Collection Agency New Case Processing

Extract: 1. New Case Extraction Extract

Report Example

Page	1	6000 - DMC-MUSKEGON-TEST	5/29/09	11:56:37	
Collection Agency New Case Extraction Report					
Case ID	Pty Name	Address	DOB	Disp Date	Amount Due
03D255585A	D01 EGGERSON/JOHNATHAN/LAMARR	4027 CALIFORNIA ST LOUIS MO 36118	07/28/81	04/14/03	180.00
03D255585B	D01 EGGERSON/JOHNATHAN/LAMARR	4027 CALIFORNIA ST LOUIS MO 36118	07/28/81	04/14/03	234.00
Total number of cases:				2	----- 414.00
** End of Report **					



Menus: 11. Collection Agency New Case Processing Status/Print: 2. New Case

```

D6000DMC          Collection Agency New Case Maintenance   5/29/09  14:09:06

Position to Case Id . . . _____

Type options, press Enter.
4=Remove   6=Print Notice   7=ROA   H=Hold   S=Send Next Run   R=Reset Status

  Case Id      Name          DOB      Bal Due
Opt  Stat      Extract  Days  Last Activity
█  08098556ST  ADAMS/PAUL/JR  6/13/89  200.00
      HOLD    5/29/09    0    5/29/09 New Case
-  08102353ST  ADAMS/PAUL/JR  6/13/89  100.00
      HOLD    5/29/09    0    5/29/09 New Case
-  0900000001  RAAP/NICHOLAS/JAY  2/06/82  105.00
      AGING   5/13/09   45   5/29/09 Payment Made
-  99D152655   FARMER/ALFONZO/LORENZO  5/23/75  116.00
      AGING   5/29/09    0    5/29/09 New Case
-  99D170846C  BROOKS/WILLIE/LEE  5/12/62  152.00
      AGING   5/29/09   45   5/29/09 Statement Printed
-  99D180100A  FARMER/ALFONZO/LORENZO  5/23/75  116.00
      SEND    5/29/09    0    5/29/09 New Case

More . . .

F3=Exit   F7=Print All Available   F12=Cancel
Worklist positioned to 08098.
    
```

The Collection Agency New Case Maintenance screen allows the user to process cases that were extracted to this temporary holding file. The processing of these new cases is designed to follow these steps:

1. The new cases gets extracted based on customization parameters
2. A statement/letter is printed to inform the defendant of their collection agency status. The ROA will be updated indicating a statement/letter was sent.
3. After the cases are printed, they age in this file and await payment. The days to age is based on a customization parameter. If a payment is detected, the aging process will start over. If the case is paid in full, it will be removed from this process.
4. Once the aging days expire, the case will be added to the Collection Agency Send File and the ROA will be updated. This will occur when the user takes menu option "3. Add Aged Cases to Collection Agency File".

Screen input edits are as follows:

- The option field will only accept 4=Remove, 6=Print Notice, 7=ROA, H=Hold, S=Send Next Run, R=Reset Status. Any other value will generate an edit error.

Screen options will perform the following tasks:

- 4=Remove – Will remove the case from the temporary holding file. If the case is not closed, it will re-appear the next time the extract is run.
- 6=Print Notice – will print either a statement or letter based on a customization parameter. The user will be prompted for what text to apply to the statement/letter.



Menus: 11. Collection Agency New Case Processing Status/Print: 2. New Case

- 7=ROA – will display the JIS ROA screen for the selected case.
- H=Hold – will place an indefinite hold on the case and not allow any further processing.
- S=Send Next Run – will force the system to bypass the regular aging process and add the case to the Collection Agency Send File the next time the “3. Add Aged Cases to Collection Agency File” menu option is run.
- R=Reset Status – will remove the Hold or Send status and resume the regular aging process once the statement/letter is printed.

Screen function keys are as follows:

- | | |
|------------------------|--|
| F3=Exit | Exits the Collection Agency New Case Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu. |
| F7=Print All Available | Will print all extracted cases in that have not yet been printed. The user will be prompted for the statement/letter text to use on the notices. The ROA will be updated indicating a statement/letter was sent. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



**Menus: 11. Collection Agency New Case Processing
 Status/Print: 2. New Case Status/Print:
 6=Print Notice**

```

D6000DMC           Collection Agency New Case Maintenance   5/29/09  14:36:29
Position to Case Id . . . _____
Type
4=R               Text Selection
Type choice, press Enter.
Opt               Text ID . . . . . ? 800
-
6                Our records indicate that you currently have 1 or more
-                overdue cases that have been sent to STATE COLLECTIONS.
-                The new case listed must be paid in FULL within 30 days or
-                it will also be sent to STATE COLLECTIONS. To avoid
-                further damage to you credit, pay the total balance due on
-                all cases immediately.
-
-                F3=Exit   F4=Prompt   F12=Cancel
F3=E
    
```

The Text Selection screen will allow the user to select the text to print on the statement/letter. It will default to the text that was used the last time a statement/letter was printed. When the user wants a different text to print on the statement/letter, they may key in the appropriate message ID and press Enter or press F4=Prompt and they can choose from a list of available text. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will actually print the statement/letter and update the register of actions.

The message IDs correspond to either the statement templates (1-100) or the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu. The determination of using a statement or letter is determined by a customization parameter.

Screen input edits are as follows:

- A valid message id must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the Collection Agency New Case Maintenance program.
F4=Prompt	Displays a window with all the available text ID's for selection.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Menus: 11. Collection Agency New Case Processing Update: 3. Add Aged Cases to Collection Agency File

```

D6000DMC      Add Aged Cases to Collection Agency File      5/29/09  16:16:39
To submit job to batch, press Enter.

Aged cases at least 45 days with no activity or cases
in SEND status will be selected to be added to the
Collection Agency Send file.

There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
    
```

This parameter is defined in the Customization Section

The Add Aged Cases to Collection Agency file screen will display. The user just needs to press Enter, to submit the job.

This process will pull records from the temporary holding file that have been aged XXX number of days or were in the SEND status and add them to the Collection Agency Send file. This is the last step in the process to catch all new cases for defendants that have already been sent to a Collection Agency. The number of days to age is determined by a customization parameter.

A report will be generated to list all cases that are to be sent to the Collection Agency.

Screen function keys are as follows:

- F3=Exit Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 11. Collection Agency New Case Processing

Update: 3. Add Aged Cases to Collection Agency File

Report Example

Page	1	6000 - DMC-MUSKEGON-TEST	5/29/09	16:06:19		
Add New Case Aged Records to Collection Agency File						
Case ID	Pty Name	DOB	Ext Date	Last Act	Status	Amount Due
00D202852C	D01 BROOKS/WILLIE/LEE	05/12/62	05/29/09	05/29/09	FORCED SEND	152.00
00008750ST	D01 BROOKS/WILLIE/LEE	05/12/62	05/29/09	05/29/09	FORCED SEND	290.00
Total number of cases:						2 ----- 442.00
** End of Report **						



Menus: 11. Collection Agency New Case Processing Maintenance: 4. Collection Agency File

```

D6000DMC      Collection Agency Extract File Maintenance  11/17/08  12:05:12

Position to Case Id . . . _____

Type options, press Enter.
4=Remove

Opt  Case Id      Name                               Birth      Sent
    Case Id      Name                               Date       Date
=    00B990854   BRAGG/IAN/PARKER                  3/03/77   10/10/08
-    00D184858A   FARMER/ALFONZO/LORENZO           5/23/75   6/25/08
-    00D184858B   FARMER/ALFONZO/LORENZO           5/23/75   6/25/08
-    00D184858C   FARMER/ALFONZO/LORENZO           5/23/75   6/25/08
-    00D187380   SIMMONS/DANIELLE/RENAE           10/09/80  10/14/08
-    00D188131   COVINGTON/WILLIE/JAMES           3/15/70   10/14/08
-    00D188389   VALLIERES/NORMAND/P              12/11/64  10/10/08
-    00D188567C   SEAL/BARBARA/ANN                  5/16/54   6/25/08
-    00D188669   COLLIS/WILLIAM/JAY               11/04/60  10/14/08
-    00D188764B   KING/PEPPER/JAMES                 7/22/73   10/14/08
-    00D188764C   KING/PEPPER/JAMES                 7/22/73   10/14/08
-    00D191851C   MURAT/GORDON/THOMAS              10/08/74  10/10/08
-    00D202514A   FARMER/ALFONZO/LORENZO           5/23/75   6/25/08

                                                More...

F3=Exit  F12=Cancel
    
```

The Collection Agency Extract File Maintenance screen allows the user to remove a case from the 3rd Party Collection Agency Extract and History files. The ROA will be updated with a message saying the “Case Has Been Removed from Collection Agency”.

Screen input edits are as follows:

- The option field will only accept 4=Remove. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Collection Agency Extract File Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

```

D6000DMC                COLLECT System Main Menu                4/20/15  10:09:18
Select one of the following:

Maintenance:            1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

Statements:             4. Standard Statement Print

Menus:
                        Password . . . . .
                        F3=Exit  F8=Change  F12=Cancel

                        11. Collection Agency New Case Processing

System:                 80. Customization
Quit:                  90. Signoff
Type selection, press Enter. ==> 80
Ver: 15.06.00

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

The above screen will display when 80. Customization is selected on the COLLECT System Main Menu. This prompt has been added for additional security surrounding the system customization parameters. The user is prompted for a four-character password. The password is preset by DMC and is embedded in the software. If you need to change the password, you must follow the instructions listed below. If you do not know your password, contact DMC Technology Group at 419-535-2900.

Changing the System Customization Password.

Any user, who knows the password, will be able to enter the system customization section, but only authorized users will be able to change the actual password value. Documented below are the requirements needed to change the password, as well as step-by-step instructions to complete the task.

Authorizing a user (or yourself) to change the password.

Usually, only one person, like the court administrator, has the ability to change the system password. The password should only be given to those responsible for maintaining the system customization values.

*****NOTE*** Use caution when maintaining user profiles. Do not change any values other than outlined here!**

System: 80. Customization

1. To authorize a user to change the COLLECT System Customization password, you must sign on the AS/400 or iSeries as QSECOFR (or have QSECOFR rights) to change user profiles.
2. Enter the following command: **CHGUSRPRF *username*** and press F4. (Replace *username* with the user profile name of the person to authorize. Like D9990DAN in this example.) The following screen will appear.

```

Change User Profile (CHGUSRPRF)

Type choices, press Enter.

User profile . . . . . > D0800DMC      Name
User password . . . . . *SAME         Character value, *SAME, *NONE
Set password to expired . . . . . *NO           *SAME, *NO, *YES
Status . . . . . *ENABLED         *SAME, *ENABLED, *DISABLED
User class . . . . . *USER          *SAME, *USER, *SYSOPR...
Assistance level . . . . . *SYSVAL     *SAME, *SYSVAL, *BASIC...
Current library . . . . . *CRTDFT     Name, *SAME, *CRTDFT
Initial program to call . . . . . ENVMNUC     Name, *SAME, *NONE
  Library . . . . . ENV             Name, *LIBL, *CURLIB
Initial menu . . . . . MAIN         Name, *SAME, *SIGNOFF
  Library . . . . . *LIBL         Name, *LIBL, *CURLIB
Limit capabilities . . . . . *NO       *SAME, *NO, *PARTIAL, *YES
Text 'description' . . . . . '* 8th District Test User sign-on'

_____

F3=Exit  F4=Prompt  F5=Refresh  F10=Additional par
F13=How to use this display  F24=More keys
    
```

To authorize users, type an asterisk in the first position of the text description parameter.

3. To authorize users, type and asterisk (*) in the first position of the text description parameter, and press Enter. If there is other information in this field, it can be shifted to the right, but the asterisk must be in position 1. You can now sign off and sign back on with your normal District Court user profile.
4. Get into the COLLECT system and enter 80 from the main menu and press Enter. The following screen will appear:

System: 80. Customization

```
D6000DMC                COLLECT System Main Menu                6/01/09 08:51:31

Select one of the following:

Maintenance:            1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

Statements:             4. Standard Statement Print

Menus:
    Password . . . . . ~~~~
    F3=Exit  F8=Change  F12=Cancel

                        11. Collection Agency New Case Processing

System:                 80. Customization
Quit:                  90. Signoff
Type selection, press Enter.  ==> 80

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
```

F8=Change will allow authorized users who know the current password, to change it.

5. Press F8=Change to initiate a password change. The following pop-up window will appear:

System: 80. Customization

```

D0800DMC                COLLECT System Main Menu                4/25/07  13:30:06

Select one of the following:

Maintenance:             1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

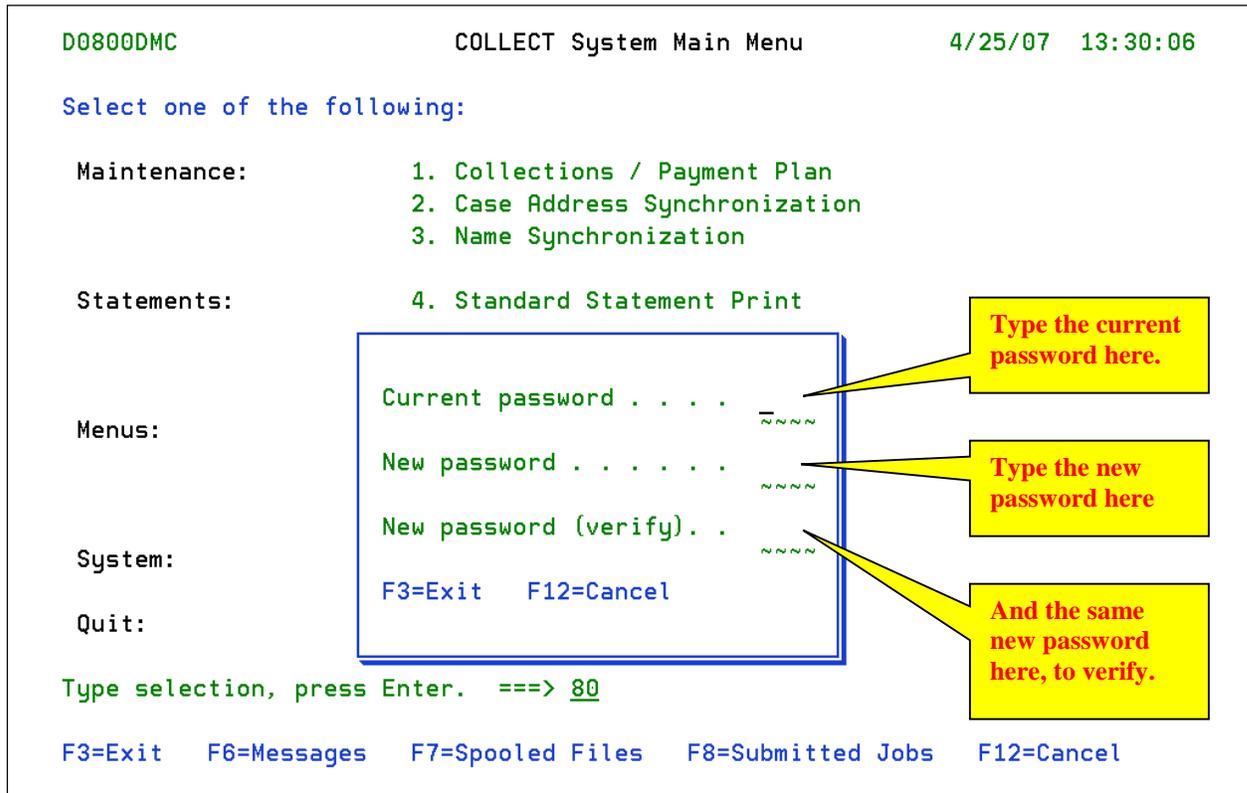
Statements:              4. Standard Statement Print

Menus:
  Current password . . . . ~~~~~
  New password . . . . . ~~~~~
  New password (verify). . ~~~~~
  F3=Exit   F12=Cancel

System:
Quit:

Type selection, press Enter. ==> 80

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```



The screenshot shows a terminal window with the following content:

- Header: D0800DMC COLLECT System Main Menu 4/25/07 13:30:06
- Instruction: Select one of the following:
- Options:
 - Maintenance: 1. Collections / Payment Plan, 2. Case Address Synchronization, 3. Name Synchronization
 - Statements: 4. Standard Statement Print
- Menus:
 - Current password ~~~~~
 - New password ~~~~~
 - New password (verify). . ~~~~~
 - F3=Exit F12=Cancel
- System:
 - Quit:
- Instruction: Type selection, press Enter. ==> 80
- Footer: F3=Exit F6=Messages F7=Spooled Files F8=Submitted Jobs F12=Cancel

Three yellow callout boxes provide instructions for the password change process:

- Top callout: Type the current password here. (points to the 'Current password' line)
- Middle callout: Type the new password here (points to the 'New password' line)
- Bottom callout: And the same new password here, to verify. (points to the 'New password (verify)' line)

6. You will need to type the current password, and the new password twice to successfully change the password. If you do not know the current password, you will not be able to change the password. If you do not type the same new password twice, you will not be able to change the password.

When you have successfully changed the password, the system will resume the 80. Customization request and display the COLLECT System Customization Menu. If you do not meet all criteria involved with changing the password, error messages will be displayed on the bottom line of the pop-up window.



System: 80. Customization

```

D6000DMC          COLLECT System Customization Menu      4/15/15  16:28:31
Select one of the following:

Customization:      1. System Tailoring
                   2. Standard Statement Logic Tailoring
                   3. Warrant Statement Logic Tailoring
                   4. Collection Agency Extract Logic Tailoring
                   5. Collection Agency New Case Processing
                   6. Tax Garnishment

System:             7. Initial Setup Menu

Maintenance:       8. SSN
                   9. Stop Code

Type selection, press Enter.  ==> █

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

When the user, with proper authority, enters “80. Customization” and presses Enter from the main menu, the above screen will be displayed. The COLLECT System Customization screen allows the user to customize the COLLECT system to their court’s needs.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 1. System Tailoring Customization

Maintenance Customization

```

D6000DMC                COLLECT System Tailoring                4/15/15 16:32:00
                                                                Maintenance Customization
Type choices, press Enter.

Collection Maint  - Hide Zero Balances . . . . N                ('Y'es, 'N'o)
                  Hide ROA "Hop" Line . . . N                ('Y'es, 'N'o)
-----
Wage Assignment  - Case ROA Update . . . . A                ('A'll, 'O'nly, 'S'el)
                  Print Address Page . . . . N                ('Y'es, 'N'o)
                  Number of Copies . . . . 1                (Number)
                  Specific Printer . . . . _____ (Name, blank=Default)
-----
Wage Assign Cancel - Case ROA Update . . . . A                ('A'll, 'O'nly, 'S'el)
                  Print Address Page . . . . N                ('Y'es, 'N'o)
                  Print Form . . . . . Y                ('Y'es, 'N'o)
                  Number of Copies . . . . 1                (Number)
                  Specific Printer . . . . _____ (Name, blank=Default)
-----
                                                                More...

F3=Exit  F12=Cancel
    
```

When the user, with proper authority, enters 1. System Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT System Tailoring screens allow the user to customize all prompt screen defaults, except those used in the statement runs, therefore decreasing the time and thought process to use the system. Type in the defaults in each of the categories that will fit your needs most of the time. Every time the user requests a report or form, the defaults will be displayed on the selection screen.

Screen field definitions and edits are as follows:

'Hide Zero Balances' - Collection Maint

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field governs whether cases with zero balances will show on the Collect Maintenance screen. A 'Y' will eliminate cases with zero balances. A 'N' will include cases with zero balances.

'Hide ROA "Hop" Line' - Collection Maint

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field governs whether the Hop Line displays at the bottom of the ROA inquiry screen. The Hop Line will only work when the case id is changed.



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

'Print Address Page' – Wage Assignment

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Wage Assignment

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Wage Assignment form to be generated.

'Specific Printer' – Wage Assignment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Wage Assignment form will be printed.

'Print Address Page' – Wage Assignment Cancellation

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment cancellation. If an "N" is entered, the application will not generate the address page.

'Print Form' – Wage Assignment Cancellation

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will print the Order Canceling Assignment of Wages and update all database files. If an "N" is entered, the application will perform all database updates but not print the form.

'Number of Copies' – Wage Assignment Cancellation

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Wage Assignment Termination form to be generated.



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

'Specific Printer' – Wage Assignment Cancellation

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Wage Assignment Termination will be printed.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

Screen 2

```

D6000DMC                COLLECT System Tailoring                4/15/15 16:42:37
                                                                Maintenance Customization
                                                                Screen 2
Type choices, press Enter.

Notification Letter- Print State Seal . . . .       ('Y'es, 'N'o)
                   Number of Copies . . . . 1          (Number)
                   Specific Printer . . . . DELL3130      (Name, blank=Default)
                   Add ROA Notes . . . . Y              ('Y'es, 'N'o)
                   QR Code File Name. . . . D6000QRG      (blank=None)
-----
Case Address Sync - Include Civil Cases. . . N          ('Y'es, 'N'o)
-----
Stop Code          - Add COLLECT/ROA Notes. . Y          ('Y'es, 'N'o)
-----
All Viewable SSN's - Mask SSN Protection. . . Y          ('Y'es, 'N'o)
-----
                                                                More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

This is the second set of Collect Prompt Defaults.

'Print State Seal' – Notification Letter

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate the notification letter with a state seal in the upper left hand corner. If an "N" is entered, the application will not generate the notification letter with a state seal.

'Number of Copies' – Notification Letter

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Notification Letter to be generated.

'Specific Printer' – Notification Letter

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Notification Letter will be printed.



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

Screen 2

'Add ROA Notes' – Notification Letter

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will display the Add ROA Notes screen after the text for the notification letter is selected. If an "N" is entered, the application will not display the Add ROA Notes screen and no additional ROA notes will allowed to be entered.

'QR Code File Name' – Notification Letter

This field is optional and if entered will print the QR (Quick Reference) code in the upper right corner of the Notification Letter. This code can be scanned by smart phones to automatically direct the person to a web site which allows for payment.

This QR Code file image and file name will be supplied by DMC Technology Group.

'Include Civil Cases' – Case Address Synch

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, Civil cases will appear along with Traffic/Criminal cases in the Case Address Synchronization. If an "N" is entered, only Traffic/Criminal cases will appear in the Case Address Synchronization.

'Add COLLECT/ROA Notes' – Stop Code

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the COLLECT "Notes" screen will appear every time a Stop Code is applied or removed. This will allow for easier entry for the reason for the Stop Code. If an "N" is entered, the Stop Code will be applied and removed without prompting for notes.

'Mask SSN Protection' – All Viewable SSN's

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, any place the SSN is viewed in the COLLECT system will be masked with ###-##-1234 and only the last 4 digits will be displayed. Only the required printouts will contain the unmasked SSN.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

```

D6000DMC                COLLECT System Tailoring                8/30/13 13:24:56
                                                                    Payment Plan Customization
Type choices, press Enter.

Payment Plan Maint - Payment Verification . . . F      ('Full $, 'Partial $)
                   Grace Period . . . . . 3      (Number of days)
                   Case ROA Update . . . . . 0      ('All, 'Only)
                   Text ROA Update . . . . . B      ('Basic, 'Detailed)
                   Maximum Duration . . . . . 1 0    (1-10 Years, 0-11 Months)
                   Last Payment Message . . . W      ('Bottom Line, 'Window)

-----
Payment Schedule - Print Payment Schedule . . Y      ('Yes, 'No)
                 Number of Copies . . . . . 2      (Number)
                 Specific Printer . . . . . PRT01    (Name, blank=Default)
                 QR Code File Name. . . . . D9999QR  (blank=None)

-----
Payment Coupons - Print Payment Coupons. . . N      ('Yes, 'No)
                 Specific Printer . . . . . PRT01    (Name, blank=Default)

-----
                                                                    More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

This is the third set of Collect Prompt Defaults.

'Payment Verification' – Payment Plan Maintenance

This field is required and will only accept an "F"=Full Amount or "P"=Partial Amount. Full Amount verification will only allow payments equal to or greater than the agreed amount to not be considered late. Partial Amount verification will allow any payment, regardless of amount to not be considered late.

This default value will appear when entering a payment plan.

'Grace Period' – Payment Plan Maintenance

This field is required and will only accept a value between 0 and 5. The grace period will extend the due date by the number of days entered. Payment made within the grace period will be applied to the previous payment number period. The grace period will have no effect on the generation of the overdue statements, only where the payment gets applied. If your court does not want to use the grace period feature, enter a value of zero.

This default value will be applied to all payment plans entered.

'Case ROA Update' – Payment Plan Maintenance

This field is required and will only accept an "A"=All (all of the defendants cases will be updated) or "O"=Only (only the cases being placed on the payment plan will be updated).

This default value will appear when entering a payment plan.



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

'Text ROA Update' – Payment Plan Maintenance

This field is required and will only accept a "B"=Basic (Basic information about the Pay Plan is written to the ROA) or "D"=Detail (All Pay Plan information is written in multiple lines of the ROA.).

'Maximum Duration' – Payment Plan Maintenance

This field is required and will only accept a whole number from 1 to 10. Any other value will generate an edit error.

This default value will appear when entering a payment plan.

'Last Payment Message' – Payment Plan Maintenance

This field is required and will only accept an "B"=Bottom Line (An information message will be displayed on the bottom line of the screen to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger.) or "W"=Window (This is the more obvious information message because it will appear across the center of the screen in its own window to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger. The user must press enter to continue to clear the message window from the main screen.)

'Print Payment Schedule' – Payment Schedule

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when entering a payment plan.

'Number of Copies' – Payment Schedule

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Payment Schedule to be generated.

'Specific Printer' – Payment Schedule

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Schedule will be printed.

'QR Code File Name' – Payment Schedule

This field is optional and if entered will print the QR (Quick Reference) code in the upper right corner of the Notification Letter. This code can be scanned by smart phones to automatically direct the person to a web site which allows for payment.

This QR Code file image and file name will be supplied by DMC Technology Group.



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

'Print Payment Coupons' – Payment Coupons

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when entering a payment plan.

'Specific Printer' – Payment Coupons

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Coupons will be printed.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

Screen 2

```
D6000DMC                COLLECT System Tailoring                6/01/09 13:51:00
                                                                    Payment Plan Customization
Type choices, press Enter.                                                                    Screen 2

Payment Plan Inqry - Specific Printer . . . . PRT01_____ (Name, blank=Default)
                                                                    More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
```

'Specific Printer' – Payment Plan Inquiry

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Plan Inquiry Information will be printed.

Screen function keys are as follows:

F3=Exit Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.

F12=Cancel Will return the user to the previous COLLECT System Prompt Default screen.



Payment Plan Customization System: 80. Customization Customization: 1. System Tailoring Reporting Customization

D6000DMC	COLLECT System Tailoring	4/12/16 16:35:16 Reporting Customization
Type choices, press Enter.		
Balance Due Report - Report Selection	<u>1</u>	(1=All, 2=Pay, 3=Non Pay)
Show Cause Report - Number of Statements . . .	<u>2</u>	(Greater than or equal)
Perform Docket Test.	<u>Y</u>	('Y'es, 'N'o)
Exclude Stop Code Cases.	<u>N</u>	('Y'es, 'N'o)
Payment Plan Exp - Days Within Expiring . . .	<u>45</u>	(Number of Days)
Money Collected Rpt- Number of Days Last Stm. . .	<u>60</u>	(Number, 999=Any Stm)
Report Type.	<u>3</u>	(1=Stm, 2=Full, 3=Sum)
Include Only Case Type ?	<u>FY+</u>	(JIS Case Type, F4=Prompt)
Money Coll by Event- Number of Days Last Stm. . .	<u>100</u>	(Number, 999=Any Stm)
Report Type	<u>1</u>	(1=Stm, 2=Full, 3=Sum)
Use All Event Codes. . . ?	<u>Y</u>	('Y'es, 'N'o, F4=Prompt)
Allow Override Event Cd.	<u>Y</u>	('Y'es, 'N'o)
		More...
F3=Exit F4=Prompt F12=Cancel		
Previous screen values have been updated.		

This is the fifth set of Collect Prompt Defaults.

'Report type' – Balance Due

This field is required and will only accept a “1”=All, “2”=Payment Plan, “3”=Non Payment Plan.

This default value will appear when selecting the Balance Due Report.

'Number of Statements' – Show Cause

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Show Cause Report.

'Perform Docket Test' – Show Cause

This field is required and will only accept a “Y”=Yes or “N”=No.

This default value will appear when selecting the Show Cause Report.

'Exclude Stop Code Cases' – Show Cause

This field is required and will only accept a “Y”=Yes or “N”=No.

This default value will appear when selecting the Show Cause Report.

Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

'Days Within Expiring' – Pay Plan Expiration

This field is required. It will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Pay Plan Expiration Report.

'Number of Days Last Stm' – Money Collected

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Report Type' – Money Collected

This field is optional. If entered, it will accept "1"=Stmnt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Include Only Case Type' – Money Collected

This field is optional. If left blank, the report will include all case types. Any case types entered (with the F4=Prompt) will be the only case types selected on the report. Only valid JIS case types can be entered.

'Number of Days Last Stm' – Money Collected by Event

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report by Event Report.

'Report Type' – Money Collected by Event

This field is optional. If entered, it will accept "1"=Stmnt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Use All Event Codes' – Money Collected by Event

This field is required and will only accept a "Y"=Yes or "N"=No.

This parameter will determine if all Event Codes configured here will be used in the report selection. If No is specified, only the system defined COLLECT codes will be used.

'Allow Override of Event Codes' – Money Collected by Event

This field is required and will only accept a "Y"=Yes or "N"=No.

This parameter will determine if all Event Codes configured here will be used in the report selection. If No is specified, only the system defined COLLECT codes will be used.

Payment Plan Customization System: 80. Customization



Customization: 1. System Tailoring Reporting Customization

'Report Type' – Money Collected by Event

This field is optional. If entered, it will accept "1"=Stmnt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	Will display the Event Code Maintenance window.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 2

D6000DMC	COLLECT System Tailoring	4/12/16	16:38:12
Type choices, press Enter.		Reporting Customization Screen 2	
Statements Sent	- Report Type <u>1</u>	(1=Detail, 2=Summary)	
Event Sent Report	- Report Order <u>2</u>	(1=Date, 2=Event)	
	Report Type. <u>1</u>	(1=Detail, 2=Summary)	
Wage Assignment Rpt-	Report Selection <u>1</u>	(1=All, 2=Pay, 3=Non Pay)	
	Assignment Type. <u>1</u>	(1=All, 2=No Term, 3=Term)	
	Report Type. <u>1</u>	(1=Detail, 2=Summary)	
	Number of Days _____	(Number, Blank=All)	
Address Stop Rpt	- Report Selection <u>1</u>	(1=All, 2=Pay, 3=Non Pay)	
	Report Type <u>2</u>	(1=All, 2=Only New)	
Stop Code Report	- Report Selection <u>1</u>	(1=All, 2=Pay, 3=Non Pay)	
	Select only Stop Code. . . <u>S</u>	(blank, Code Value)	
Address Diff Report-	Include Phone# Test. . . <u>N</u>	('Y'es, 'N'o)	
F3=Exit F12=Cancel		More...	
Previous screen values have been updated.			

'Report Type' – Statements Sent

This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Statement Sent Report.

'Report Order' – Event Sent Report

This field is required and will only accept a 1=Date, or 2=Event. Any other value will generate an edit error.

This default value will appear when selecting the Event Sent Report.

'Report Type' – Event Sent Report

This field is required and will only accept a 1=Detail, or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Event Sent Report.

'Report Selection' – Wage Assignment

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.



This default value will appear when selecting the Wage Assignment Report.

'Assignment Type' – Wage Assignment

This field is required and will only accept a 1=All, 2=Not Terminated, or 3=Terminated. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.



Payment Plan Customization System: 80. Customization Customization: 1. System Tailoring Reporting Customization Screen 2

'Report Type' – Wage Assignment

This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Report Selection' – Address Stop Report

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Report Type' – Address Stop Report

This field is required and will only accept a 1=All or 2=Only New. Any other value will generate an edit error.

This default value will appear when selecting the Address Stop Report.

'Report Selection' – Stop Code Report

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non Pay Plan. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Select Only Stop Code' – Stop Code Report

This field is required and will only accept a Blank=All or the actual Code Value to select only that code. Any other value will not generate any records on the report.

This default value will appear when selecting the Address Stop Report.

'Include Phone# Test' – Address Differences Report

This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

This default value will be used when running the Address Differences Report.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 3

D6000DMC	COLLECT System Tailoring	4/12/16	16:45:46
Type choices, press Enter.		Reporting Customization Screen 3	
Never Rec'd Stmt	- Include Case Status <u>2</u>	(1=All, 2=Disp, 3=Pend)	
	Include Pay Plans <u>3</u>	(1=All, 2=PP, 3=NPP)	
	Include Stop Codes <u>2</u>	(1=All, 2=Stop Cd, 3=NSC)	
Potential Tax Garns-	Amount Due Range	50.00 - 9,999,999.99 (\$)	
	Case Status <u>2</u>	(1=All, 2=WRNT, 3=Non-WRNT)	
	SSN Selection <u>2</u>	(1=All, 2=SSN Only, 3=No SSN)	
	Case Privacy <u>2</u>	(1=All, 2=Pub, 3=Non-Pub)	
	Address State <u>2</u>	(1=All, 2=MI, 3=Non-MI)	
	Restitution Owning <u>2</u>	(1=All, 2=Rest, 3=Non-Rest)	
	Payment Plan <u>2</u>	(1=All, 2=Pay, 3=Non-Pay)	
	Active Wage Assignment <u>2</u>	(1=All, 2=WgAsn, 3=Non-WgAsn)	
	Disclosure Received <u>1</u>	(1=All, 2=Discl, 3=No Discl)	
	Exclude Stop Codes . . . ? <u>J</u> <u>P</u>	_ _ _ _ _ (All Blank=No Test)	
	Sort Order <u>1</u>	(1=Name, 2=Case ID)	
			More . . .
F3=Exit F4=Prompt F12=Cancel			
Previous screen values have been updated.			

- 'Include Case Status' – Never Received a Statement Report
This field is required and will only accept a 1=All, 2=Disposed or 3=Pending. Any other value will generate an edit error.

- 'Include Pay Plans' – Never Received a Statement Report
This field is required and will only accept a 1=All, 2=Payment Plans or 3=Non-Payment Plans. Any other value will generate an edit error.

- 'Include Stop Codes' – Never Received a Statement Report
This field is required and will only accept a 1=All, 2=Stop Codes or 3=Non-Stop Codes. Any other value will generate an edit error.



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 3

'Amount Due Range' – Potential Tax Garns Report

This field is required and the first amount must be less than or equal to the second amount.

'Case Status' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Potential Tax Garns Report

This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Potential Tax Garns Report

This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

'Payment Plan' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Disclosure Received' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Disclosure Only, or 3=No Disclosure. Any other value will generate an edit error.

'Exclude Stop Codes' – Potential Tax Garns Report

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

'Report Sort Order' – Potential Tax Garns Report

This field is required and must be 1=Name, or 2=Case ID. Any other value will generate an edit error.



Payment Plan Customization System: 80. Customization Customization: 1. System Tailoring Reporting Customization Screen 3

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 4

D6000DMC	COLLECT System Tailoring	4/15/15 10:53:19
		Reporting Customization
Type choices, press Enter.		Screen 4
Pay Plan Past Due	- Targeted Past Due Range. <u>120</u> to <u>120</u> (Number of Days)	
Reporting	- All COLLECT Reports to be Placed on HOLD . . . <u>Y</u> ('Y'es, 'N'o)	
		More...
F3=Exit F12=Cancel Previous screen values have been updated.		

'Targeted Past Due Range' – Pay Plan Past Due

The Day Range must be from 1 thru 999 where the “from” range is less than or equal to the “To” range. Anything else will generate an edit error.

'All COLLECT Reports to be Placed on HOLD' – Reporting

This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

If a “Y” is entered, all spooled file reports will be placed on hold. If an “N” is entered, all spooled file reports will print upon completion of the print job. It is strongly recommended to set this parameter to “Y”.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

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D6000DMC                COLLECT System Tailoring                6/01/09 15:59:01
                                                                State Form Customization

Type choices, press Enter.

Remit Prison Funds - Number of Copies . . . . 2                (Number)
                   Print Address Page . . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Print MDOC Addr Page . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Specific Printer . . . . _____ (Name, blank=Default)

-----
Satisfaction Oblig - Number of Copies . . . . 2                (Number)
                   Print Address Page . . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Print MDOC Addr Page . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Specific Printer . . . . _____ (Name, blank=Default)

-----
                                                                More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

'Number of Copies' – Remit Prison Funds

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.

'Print Address Page' – Remit Prison Funds

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Remit Prison Funds Address Page

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

'Print MDOC Address Page' – Remit Prison Funds

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Remit Prison Funds MDOC Address Page

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.

'Specific Printer' – Remit Prison Funds

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the remit prisoner funds form will be printed.

'Number of Copies' – Satisfaction Oblig

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the satisfaction of obligation form to be generated.

'Print Address Page' – Satisfaction Oblig

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the satisfaction of obligation. If an "N" is entered, the application will not generate the address page.

'Print MDOC Address Page' – Satisfaction Oblig

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

'Number of Copies' – Satisfaction Oblig MDOC Address Page

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.

'Specific Printer' – Satisfaction Oblig

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the satisfaction of obligation form will be printed.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.



System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 2

D6000DMC	COLLECT System Tailoring	4/15/15 14:55:56
Type choices, press Enter.		State Form Customization Misc Parameters Screen 2
Tax Garnishment	- Specific Printer	HP2100 (Name, blank=Default)
	Number of Copies (P1).	3 (Number) (SSN)
	Number of Copies (P2).	2 (Number) (No SSN)
	Federal ID Number	FED654321
	Agency Name	60TH DISTRICT COURT
	Court Type & Number.	D 60 (See DOT Inst-Form 2142)
	Dft Ptiff Atty by Venue.	N ('Y'es, 'N'o)
If Yes, Copy1 sent=>	Use PDF Output Naming.	Y D60TG2013 ('Y'es, 'N'o, OUTQ)
Proof of Service	- Specific Printer	DELL3130 (Name, blank=Default)
	Number of Copies	2 (Number)
Tax Garn Release	- Specific Printer	DELL3130 (Name, blank=Default)
	Number of Copies (P1).	1 (Number) (No SSN)
	Number of Copies (P2).	1 (Number) (SSN)
		More...
F3=Exit F12=Cancel		
Previous screen values have been updated.		

'Specific Printer' – Tax Garnishment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment will be printed.

'Number of Copies' – Tax Garnishment (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garnishment (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 2 form (SSN will be printed) to be generated.

'Federal ID Number' – Tax Garnishment

This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

Misc Parameters Screen 2

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the DOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'Default Plaintiff Attorney by Venue' – Tax Garnishment

This field is used to override the Plaintiff Attorney (prosecutor) on the case with the prosecutor entered on the customization screen specific to venue. These are defined in the customization section under menu option "6. Initial Setup Menu", then menu option "10. Tax Garnishment Default Plaintiff and Attorney".

'Use PDF Output Naming' – Tax Garnishment

This field is used to turn on the feature that enables the menu option to generate PDF files from the Tax Garns and Proof of Service forms. The spooled output file naming changes to include the case ID in the User Data, which is used in the naming of the PDF file on the IFS.

'Specific Printer' – Proof of service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.

'Specific Printer' – Tax Garn Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Garnishment Release will be printed.



System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 2

'Number of Copies' – Tax Garn Release (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garn Release (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 3

```

D6000DMC                COLLECT System Tailoring                4/12/16 09:47:08
                                                                State Form Customization
                                                                Misc Parameters Screen 3
Type choices, press Enter.

Tax Garn Regenerate- Amount Due Range . . . . . 10.00 - 9,999,999.99 ($)
Case Status. . . . . 1 (1=All, 2=WRNT, 3=Non-WRNT)
SSN Selection. . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 2 (1=All, 2=Pub, 3=Non-Pub)
Address State. . . . . 2 (1=All, 2=MI, 3=Non-MI)
Restitution Owning. . . . . 1 (1=All, 2=Rest, 3=Non-Rest)
Payment Plan . . . . . 2 (1=All, 2=Pay, 3=Non-Pay)
Active Wage Assignment . 3 (1=All, 2=WgAsn, 3=Non-WgAsn)
Disclosure Received. . . 1 (1=All, 2=Discl, 3=No Discl)
Exclude Stop Codes . . ? M P _ _ _ _ _ _ _ _ _ _
                                                                (All Blank=No Test)

                                                                Bottom

F3=Exit  F4=Prompt  F12=Cancel
Previous screen values have been updated.
    
```

- ‘Amount Due Range’ – Tax Garn Regenerate
 This field is required and the first amount must be less than or equal to the second amount.
- ‘Case Status’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.
- ‘SSN Selection’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error
- ‘Case Privacy’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.
- ‘Address State’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.





'Restitution Owing' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

Misc Parameters Screen 3

'Payment Plan' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Disclosure Received' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Disclosures Only, or 3=No Disclosures. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F4=Prompt | This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

Miscellaneous Customization

```
D6000DMC                COLLECT System Tailoring                5/30/12 15:43:49
                                                                Miscellaneous Customization
Type choices, press Enter.
Database Backup  - Tape Device . . . . . TAP01 (Name)
-----
                                                                Bottom

F3=Exit  F12=Cancel
Previous screen values have been updated.
```

'Tape Device' – Database Backup

This field is required and will only accept a valid tape device name on the iSeries.

This parameter is only important if the user uses the 'Backup to Tape' option on the collection main menu.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

D6000DMC	COLLECT Statement Logic Tailoring	5/30/12 15:46:24
	Batch Level	
	Person Level	(1=Mailer-Name below msg)
Type choices, press Enter.	Case Level	(2=Mailer-Name above msg)
		(L=Notification Letter)
		(P=Postcard)
Statement Form Layout.	<u>1</u>	
Maximum Number of Statements to Print. . .	<u>200</u>	(Number)
Print Exception Report	<u>Y</u>	('Y'es, 'N'o)
Allow Selection of Statement Text.	<u>N</u>	('Y'es, 'N'o)
Trial Report Print Order	<u>Z</u>	('N'ame, 'Z'ip Code)
Payment Plan Parameter Override.	<u>C</u>	('C'ollect Sched,'S'td Parms)
Track Returned Statements.	<u>B</u>	('B'arcode, 'C'ase, 'N'o)
F3=Exit F12=Cancel		

BATCH level parameters:

When the user, with proper authority, enters 2. Standard Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the standard statement run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the statement print on the batch level.

Screen field definitions and edits are as follows:

'Statement Form Layout'

This field is required and will only accept a "1"= Mailer-Name below msg text, "2"= Mailer-Name above msg, "L"=Notification Letters, or "P"=Postcards. Any other value will generate an edit error.

This field identifies the type of form to use when printing the statements.

'Max Number of Statements to Print'

This field is required and will accept any non-zero number. Any other value will generate an edit error.

This field is used to control the total number of statements to print for any given run. Enter 99999 to print all the statements that match the parameters.





System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Print Exception Report'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate a report listing any individual that is not selected to receive a mailer and the reason. If an "N" is entered, the application will not generate the report. It is recommended to select a "Y" for this parameter.

'Allow Selection of Statement Text'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the user will be able to select the statement text, at statement generation time, to appear regardless of the statement number being printed. If an "N" is entered, the user will not be able to select which text will appear on the statement, the statement number being run will be used instead.

**** NOTE ** Please be careful when selecting a "Y" for this parameter.**

'Trial Report Print Order'

This field is required and will only accept a "N"=Name or "Z"=Zip. Any other value will generate an edit error.

If an "N" is entered, the application will generate the trial report in name order. If a "Z" is entered, the application will generate the trial report in zip code order.

'Payment Plan Parameter Override'

This field is required and will only accept "C"=COLLECT Schedule only or "S"=Standard JIS parameters combined with the COLLECT Schedule. If you are satisfied with the way overdue notices were generated for Payment Plans, then this field should be set to "S". (The overdue notice selection logic for Payment Plans will remain exactly the same as it has been.) If your court decides to IGNORE all JIS dates and JIS system activities for COLLECT Payment Plan cases, then set this value to "C". All Payment Plan cases will be checked solely against the Payment Schedule to determine if they are overdue. The only checks beside the Payment Schedule will be for Stop Cycle, correct Last Activity Date, correct Statement Number, and the correct Statement Type.

****NOTE** If you decide to run the system in "C" mode. Please verify all results with "Trial Reports" prior to running live.**

'Track Returned Statements'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If an "N" is entered, the application will generate the statements without a barcode and case id on the outside envelope. If a "Y" is entered, the application will generate the statements with a barcode and case id on the outside envelope.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

Screen function keys are as follows:

F3=Exit	Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

```

D0800DMC          COLLECT Statement Logic Tailoring          4/25/07 08:01:52
                    Batch Level
                    Person Level
                    Case Level
Type choices, press Enter.
Minimum Balance Due . . . . . 1.00 (Greater than or equal)
Defendants Eliminated Cases . . . . . E (I = Include)
                                                (E = Exclude)
                                                (D = Exclude Defendant)
Exclude Blank Address . . . . . N ('Y'es, 'N'o)

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

PERSON / INDIVIDUAL level parameters:

This is the second set of COLLECT Statement Logic Tailoring. The following parameters affect the defendant as a whole.

'Minimum Bal Due'

This field is required and will accept any non-zero dollar amount. Any other value will generate an edit error.

This field is used to determine when to include a person. The application will determine the total amount for the name/date of birth combination and if this amount is greater than the amount entered in this field, it will generate a statement/mailer.

'Defendants Eliminated Cases'

This field is required and will only accept an "I"=Include, "E"=Exclude, or "D"=Exclude Defendant. Any other value will generate an edit error.

If an "I" is entered, the application will include all of the defendant's cases as long as money is due. If an "E" is entered, the application will only print those cases that meet the selection criteria. If a "D" is entered, the application will exclude the defendant if any of their cases have been excluded.





System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Exclude Blank Addresses'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will only include cases with information in all the JIS address fields. If an "N" is entered, the application will include cases with or without information in all the JIS address fields.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Returns the user to the first Standard Statement Logic Tailoring screen (batch parameters). |



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

```

D6000DMC          COLLECT Statement Logic Tailoring      4/11/08  14:41:31
                  Batch Level
                  Person Level
Type choices, press Enter.  Case Level

Exclude Cases Older Than . . . . . 1/01/1990 (Offense Date-MM/DD/YYYY)
Exclude Warrant Cases . . . . . N ('Y'es, 'N'o)
Exclude Show Cause Cases . . . . . N ('Y'es, 'N'o)
Exclude Future Scheduled Cases . . . . . N ('Y'es, 'N'o)
  Ignore Selected JIS Action Codes . . ? N ('Y'es, 'N'o, F4=Display)
Include Suspended License Fee . . . . . Y ('Y'es, 'N'o)
Include Only JIS Case Type . . . . . _ (Blank=All)
Utilize JIS Stop Notice . . . . . N ('Y'es, 'N'o)
Check for any Disposition Date . . . . . Y ___ ('Y'es, 'N'o, Days After)
Days to Age After Next Action . . . . . 30 (Number of days)
After Court Appearance Aging Interval. . 30 (Number of days)
Non Pay Plan Last Activity Date Aging . 30 (Number of days)
  Additional Grace Period . . . . . 5 (Number of days)

F3=Exit  F4=Display  F12=Cancel
Previous screen values have been updated.
    
```

CASE level parameters:

This is the third set of COLLECT Statement Logic Tailoring. The following parameters affect the each individual case.

'Exclude Cases Older Than'

This field is optional. If entered, it must be a valid date and less than today's date.

If a date is entered, only those name/date of birth combinations with an offense date greater than the date will be included in the selection process. If the date is blank, all name/date of birth combinations will be included in the selection process.

**** NOTE ** Please be careful if you choose to leave this parameter blank or enter an old date.**

'Exclude Warrant Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how warrant cases are handled. If a "Y" is selected, the application will not include a case if it is in warrant status. If an "N" is selected, the application will not check to see if the case is in warrant status.

System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Exclude Show Cause Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how show cause cases are handled. If a "Y" is selected, the application will look for show cause cases (next action code of 'AJ09') for a name/date of birth combination and exclude them from the selection process if the date scheduled is greater than the statement date. They will not print on the statement. If an "N" is selected, the application will include all show cause cases for a name/date of birth combination and include them in the selection process. They will print on the statement.

'Exclude Future Scheduled Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how future scheduled cases are handled. If a "Y" is selected, the application will check the next action date and if it has a date in the future the case will be eliminated. They will not print on the statement. If an "N" is selected, the application will include the case regardless if the next action date indicates a future schedule date. They will print on the statement.

'Ignore Selected JIS Action Codes'

This field is optional. If entered it will only accept valid JIS Action Codes. Any other value will generate an edit error.

This field works hand in hand with the Exclude Future Scheduled Cases field. If there are any JIS Action Codes entered it will cause the system to ignore their associated date when determining if the case has been scheduled for a future date. These action codes are entered thru 10. Next Action Codes to Ignore on the COLLECT Customization menu.

'Include Suspended License Fee'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how suspended license fees are handled. If a "Y" is selected, the application will include the suspended license fees (DLRJ & DLRH) for a name/date of birth combination in the total that is compared to the entered 'minimum balance due'. If the name/date of birth combination generates a statement, the suspended license fees will be included on the statement. If an "N" is selected, the application will exclude the suspended license fees (DLRJ & DLRH) for a name/date of birth combination in the total that is compared to the entered 'minimum balance due'. If the name/date of birth combination generates a statement, the suspended license fees will still be included on the statement.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Include Case Type'

This field is optional. If entered, it must be a valid JIS case type.

If the case type is entered, only those case types will be included in the selection process. If the case type is blank, all case types will be included in the selection process.

**** NOTE ** Please be careful if you select a case type. All other case types will be ignored by the selection process.**

'Utilize JIS Stop Notice'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will exclude cases with a JIS stop code. If any of the JIS date generated notices are flagged to be stopped, the case will be excluded. If an "N" is entered, the application will include cases with or without a JIS stop code.

List of JIS Stop Notice Flags:

- Abstract
- FAC
- Late Penalty
- Defer Judgment
- TDN
- AlcNot
- 20% Late Penalty

'Check for any Disposition Date'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will only include cases with a disposition date. If an "N" is entered, the application will include cases with or without a disposition date.

Number of Days After, the second part of check disposition date, is not required but if entered requires a whole number. Any other value will generate an edit error.

When a number of days is entered, the application will add the number of days to the JIS disposition date and compare it with the statement date to determine if the case is eligible for selection.

'Days To Age After Next Action'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

When a number of days is entered, the application will only include cases with a next action date older than the current date plus the number of days entered.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'After Court Appearance Aging Interval'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used to determine when to include any case with a next action date of AJ14. The application will add the number of days to the JIS appearance date and compare it with the statement date to determine if the case is eligible for selection.

'Non Pay Plan Last Activity Date Aging'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used to determine when to include a non-payment plan case. The application will add the number of days to the most recent date of the following fields; JIS offense date or JIS last payment date or the COLLECT last statement date and compare it with the statement date to determine if the case is eligible for selection.

'Additional Grace Period'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used in conjunction with the 'payment frequency' for payment plan cases and the 'non-plan days' for non-pay plan cases. The number entered in this field will be added to the number in the fields previously listed to determine if a case is eligible for selection.

'Ignore Selected JIS Case Codes'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines if certain case codes are ignored when figuring out how much is due when performing a Collection Agency Extract. This parameter is only displayed when customizing a Collection Agency Extract run.

Screen function keys are as follows:

F3=Exit	Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu.
F4=Display	Displays a list of all the entered JIS Action Codes to be ignored when determining a future schedule date.
F12=Cancel	Returns the user to the second Standard Statement Logic Tailoring screen (person parameters).



System: 80. Customization Customization: 2. Standard Statement Logic Tailoring

```

D0800DMC          COLLECT Statement Logic Tailoring          4/25/07  08:03:23
                    Batch Level
                    Person Level
Type choices, press Enter.  Case Level

Exclude JIS Warrant Codes . . . . . 03 11  _ _ _ _      Blank Entries
                                                                    Include All
Exclude JIS Charge Codes . . . . .  _ _ _ _ _          Blank Entries
                                                                    Include All
                                                                    _ _ _ _ _
                                                                    _ _ _ _ _
                                                                    _ _ _ _ _

F3=Exit  F12=Cancel
Previous screen values have been updated.

```

This is the fourth set of COLLECT Statement Logic Tailoring. The following parameters affect the each individual case.

'Exclude Warrant Codes'

This field is optional. If entered, it must be a valid JIS warrant code.

If a warrant code is entered, the case will be excluded from the selection process. The standard warrant codes excluded are listed below:

- 03 = City Atty Misdem. Auth. Complaint & Warrant Filed
- 16 = Warrant Returned
- 17 = Set Aside Capias / Bench Warrant
- 22 = Bench Warrant Returned
- 23 = Warrant Recall Filed

'Exclude Charge Codes'

This field is optional. This field is not edited for valid entries.

If the entered charge code(s) are found on a case, the case will not be included in the selection process.





System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu.
F12=Cancel	Returns the user to the third Standard Statement Logic Tailoring screen (case parameters).



System: 80. Customization

Customization: 3. Warrant Statement Logic Tailoring

D6000DMC	COLLECT Statement Logic Tailoring	5/30/12 16:21:09
W A R R A N T	Batch Level	W A R R A N T
Type choices, press Enter.	Person Level	(1=Mailer-Name below msg)
	Case Level	(2=Mailer-Name above msg)
Statement Form Layout.	<u>L</u>	(L=Notification Letter)
		(P=Postcard)
Maximum Number of Statements to Print. . .	<u>200</u>	(Number)
Print Exception Report	<u>N</u>	('Y'es, 'N'o)
Allow Selection of Statement Text.	<u>Y</u>	('Y'es, 'N'o)
Trial Report Print Order	<u>N</u>	('N'ame, 'Z'ip Code)
Payment Plan Parameter Override.	<u>S</u>	('C'ollect Sched,'S'td Parms)
Track Returned Statements.	<u>N</u>	('B'arcode, 'C'ase, 'N'o)
Print Amount Due or Charge Desc.	<u>C</u>	('A'mount, 'C'harge)
W A R R A N T		W A R R A N T
F3=Exit F12=Cancel		

When the user, with proper authority, enters 3. Warrant Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the warrant statement run to their own needs, therefore decreasing the time and thought process to use the system. The warrant run requires that at least one case in warrant status is found for the individual otherwise the individual will be eliminated from this run. This first screen displays the defaults that will affect the statement print on the batch level.

See Option #2 Standard Statement Logic Tailoring from the COLLECT System Customization Menu.



System: 80. Customization

Customization: 4. Collection Agency Extract Logic Tailoring

```

D6000DMC      Collection Agency Extract Logic Tailoring  5/30/12  16:22:54
COLLECTION AGENCY      Batch Level      COLLECTION AGENCY
                        Person Level
Type choices, press Enter.      Case Level
Statement Form Layout. . . . . L
Maximum Number to Extract . . . . . 200
Print Exception Report . . . . . Y
Allow Selection of Statement Text. . . . . N
Trial Report Print Order . . . . . N
Payment Plan Parameter Override. . . . . S
                        ('1=Mailer-Name below msg)
                        ('2=Mailer-Name above msg)
                        (L=Notification Letter)
                        (P=Postcard)
                        (Number)
                        ('Y'es, 'N'o)
                        ('Y'es, 'N'o)
                        ('N'ame, 'Z'ip Code)
                        ('C'ollect Sched,'S'td Parms)

COLLECTION AGENCY      COLLECTION AGENCY
F3=Exit  F12=Cancel
    
```

When the user, with proper authority, enters 4. Collection Agency Extract Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Collection Agency Extract Logic Tailoring screens allow the user to customize the collection agency extract run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the collection agency extract on the batch level.

See Option #2 Standard Statement Logic Tailoring from the COLLECT System Customization Menu.



System: 80. Customization

Customization: 5. Collection Agency New Case Processing

```

D6000DMC          Collection Agency New Case Processing    6/01/09  16:39:24

Type choices, press Enter.

New Case Extraction Process:
  Days to Age After Offense Date . . .  60      (Number of Days)

Statement Printing Process:
  Statement Form Layout. . . . .  L          (1=Mailer-Name below msg)
                                          (2=Mailer-Name above msg)
                                          (L=Notification Letter)

Aging Process:
  Days to Age After Notice . . . . .  45      (Number of Days)

** NOTE ** If Statement Form Layout is set to L=Notification Letter, the
parameters for State Seal, Number of Copies, and Specific
Printer will be retrieved from the Notification Letter
customization section in System Tailoring.

F3=Exit  F12=Cancel
    
```

New Case Extraction Process:

'Days to Age After Offense Date'

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will age new disposed cases for the number of days entered from the offense date. The defendant (matched by Name and DOB) must currently have other cases sent to a Collection Agency to qualify for this process.

Statement Printing Process:

'Statement Form Layout'

This field is required and will only accept one of the values listed to the right of the parameter. Any other value will generate an edit error.

Aging Process:

'Days to Age After Notice'

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will allow the user to set the aging interval from the date printed to the date where the case is added to the Collection Agency send file. If the system sees a partial payment, it will reset the counter. If it sees a full payment, the case will be removed from this process.



System: 80. Customization

Customization: 6. Tax Garnishment

```

D6000DMC                Tax Garnishment Customization Menu        4/15/15  15:25:34
Select one of the following:

Customization:          1. Tax Garn, Proof, Release, and Regenerate
Maintenance:           2. Default Plaintiff and Attorney
                        3. Court Address
                        4. Signature and Placement

Type selection, press Enter.  ==> █

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

When the user enters “6. Tax Garnishment Customization Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

```

D6000DMC                COLLECT System Tailoring                4/15/15  16:32:32
                                                                State Form Customization
                                                                Misc Parameters Screen 2
Type choices, press Enter.

Tax Garnishment  - Specific Printer . . . . . HP2100      (Name, blank=Default)
                  Number of Copies (P1). . . . . 3          (Number) (SSN)
                  Number of Copies (P2). . . . . 2          (Number) (No SSN)
                  Federal ID Number . . . . . FED654321
                  Agency Name . . . . . 60TH DISTRICT COURT
                  Court Type & Number. . . . . D 60      (See DOT Inst-Form 2142)
                  Dft Ptiff Atty by Venue. N          ('Y'es, 'N'o)
If Yes, Copy1 sent=> Use PDF Output Naming. . Y D60TG2013 ('Y'es, 'N'o, OUTQ)

Proof of Service  - Specific Printer . . . . . DELL3130   (Name, blank=Default)
                  Number of Copies . . . . . 2          (Number)

Tax Garn Release  - Specific Printer . . . . . DELL3130   (Name, blank=Default)
                  Number of Copies (P1). . . . . 1          (Number) (No SSN)
                  Number of Copies (P2). . . . . 1          (Number) (SSN)

                                                                More . . .

F3=Exit   F12=Cancel
    
```

NOTE This is the exact same menu that is accessed from the System Tailoring Customization Menu. It was placed here to consolidate Tax Garn Customization into one area.

'Specific Printer' – Tax Garnishment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment will be printed.

'Number of Copies' – Tax Garnishment (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garnishment (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 2 form (SSN will be printed) to be generated.

'Federal ID Number' – Tax Garnishment

This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.



System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the DOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the DOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at DOT.

'Default Plaintiff Attorney by Venue' – Tax Garnishment

This field is used to override the Plaintiff Attorney (prosecutor) on the case with the prosecutor entered on the customization screen specific to venue. These are defined in the customization section under menu option "6. Initial Setup Menu", then menu option "10. Tax Garnishment Default Plaintiff and Attorney".

'Use PDF Output Naming' – Tax Garnishment

This field is used to turn on the feature that enables the menu option to generate PDF files from the Tax Garns and Proof of Service forms. The spooled output file naming changes to include the case ID in the User Data, which is used in the naming of the PDF file on the IFS.

'Specific Printer' – Proof of service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.

'Specific Printer' – Tax Garn Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Garnishment Release will be printed.



System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

'Number of Copies' – Tax Garn Release (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garn Release (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the Tax Garnishment Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate
Screen 2 (from this menu, Screen 3 from Main Menu)

```

D6000DMC                COLLECT System Tailoring                4/15/15 16:38:30
                                                                State Form Customization
Type choices, press Enter.                                     Misc Parameters Screen 3

Tax Garn Regenerate- Amount Due Range . . . . . █ 10.00 - 9,999,999.99 ($)
Case Status. . . . . 1 (1=All, 2=WRNT, 3=Non-WRNT)
SSN Selection. . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 1 (1=All, 2=Pub, 3=Non-Pub)
Address State. . . . . 1 (1=All, 2=MI, 3=Non-MI)
Restitution Owing. . . . . 1 (1=All, 2=Rest, 3=Non-Rest)
Payment Plan . . . . . 1 (1=All, 2=Pay, 3=Non-Pay)
Active Wage Assignment . 1 (1=All, 2=WgAsn, 3=Non-WgAsn)
Exclude Stop Codes . . ? M P _ _ _ _ _ _ _ _ _ _
                                                                (All Blank=No Test)
Sort Order . . . . . 1 (1=Name, 2=Case ID)

                                                                Bottom

F3=Exit  F4=Prompt  F12=Cancel
Previous screen values have been updated.
    
```

‘Amount Due Range’ – Tax Garn Regenerate
 This field is required and the first amount must be less than or equal to the second amount.

‘Case Status’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

‘SSN Selection’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

‘Case Privacy’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

‘Address State’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

‘Restitution Owing’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.



System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

Screen 2 (from this menu, Screen 3 from Main Menu)

'Payment Plan' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Prompt Defaults and returns the user to the Tax Garnishment Customization Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	Will return the user to the previous Tax Garnishment Customization screen.



System: 80. Customization

Customization: 6. Tax Garnishment

2. Default Plaintiff and Attorney

```

D6000DMC Tax Garnishment Default Plaintiff and Attorney 4/17/15 15:06:56
SAMPLE plaintiff information . . . People of the State of Michigan
Address 1 . . . . . c/o XX District Court
Address 2 . . . . . 123 Your Court Address
City/ST/Zip . . . Your City MI 48XXXXXXX
Please conform to the above sample with YOUR COURT INFORMATION to avoid any
issues with your submission to the Department of Treasury.
Type codes, press Enter. (Venue 00 is the undefined default.)
Venue Plaintiff Information Attorney ID/Name/Info on Tax Garn
00 People of the State of Michigan 57726 HILSON,DALE J.,
C/O 60TH District Court ? 990 Terrace Street
990 Terrace Street Muskegon MI 49442
Muskegon MI 49442 PH: 351 222 1234 FE:
01 People of the State of Michigan 57726 HILSON,DALE J.,
C/O 60TH District Court ? 990 Terrace Street
990 Terrace Street Muskegon MI 49442
Muskegon MI 49442 PH: 351 222 1234 FE:
02 People of the City of Montague 36702 SCHRIER,JOHN C.,
C/O 60TH District Court ? 990 Terrace Street
990 Terrace Street Muskegon MI 49442
Muskegon MI 49442 PH: 231 222 1234 FE:
More...
F3=Exit F4=Prompt F12=Cancel
    
```

This screen will be display when the user selects option 2. Default Plaintiff and Attorney on the Tax Garnishment Customization Menu. This screen allows the user to enter the information to be printed on the tax garnishment form. If the case does not have a prosecutor assigned, the Default Attorney will be used. If your court has a different prosecutor assigned by venue, enter each of the different JIS venue codes along with the prosecutor assigned. You can override the JIS address and phone from this screen by entering that information in the space provided under the attorney name. (This is what will be used to print on the Tax Garn form.) Venue 00 is the undefined venue default. You must enter information for venue 00, which will be used if any specific venue number is not entered.

Important!

You must adhere to the sample outlined on the top of the screen if you do not want any issues with your Tax Garnishment filings from the Michigan Department of Treasury. This plaintiff information not only prints on the form, but it also is placed in the data file that can be submitted with your filing.

Screen function keys are as follows:

- F3=Exit Returns the user to the Tax Garnishment Customization Menu.
- F4=Prompt Allows the user to prompt for a valid attorney.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 6. Tax Garnishment

3. Court Address

```
D6000DMC      Tax Garnishment Court Address Maintenance      4/17/15  15:35:01
Type information, press Enter.
Tax Garnishment Court Name. . . . . 60th Judicial District Court
Address . . . . . 1111 HallOfJustice-SuperRoom
City/State. . . . . Muskegon MI
Zip . . . . . 48555 - 1234
Phone . . . . . ( 517 ) 222 - 1234

F3=Exit  F12=Cancel
```

This screen will be display when the user selects option 3. Court Address from the Tax Garnishment Customization Menu. This screen allows the user to enter the court address and phone number to be printed on the top of the Tax Garnishment form. Prior to version 14.xx.xx, the system would use the address and phone pulled from the JIS system. Now the user has the option to customize the address and phone to be more specific to the clerks dealing with Tax Garnishments.

Screen function keys are as follows:

- F3=Exit Returns the user to the Tax Garnishment Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization

Customization: 6. Tax Garnishment

4. Signature and Placement

Type choices, press Enter.		Overlay	*---Offset---		Test	/Approximate\ /--Starting---\ Down Across	
Tax Garnishments (MC52)	Name ?	Down	Across	Print	Down	Across	
Part 1. (Pltf)	<u>D6000TD</u>	<u>5.800</u>	<u>4.000</u>	F5	5.800	4.000	
	(DCC) <u>D6000TD</u>	<u>10.000</u>	<u>4.000</u>		10.000	4.000	
	(Pltf) <u>D6000TD</u>	<u>5.800</u>	<u>4.000</u>	F6	5.800	4.000	
	(DCC) <u>D6000TD</u>	<u>10.000</u>	<u>4.000</u>		10.000	4.000	
Proof of Service (PROOF)							
Proof (Sig)	<u>D6000TD</u>	<u>6.900</u>	<u>4.000</u>	F7	6.900	4.000	
Tax Garnishment Releases (MC50)							
Part 1. (DCC)	<u>D6000TD</u>	<u>7.100</u>	<u>4.500</u>	F8	7.100	4.500	
	(Mail Cert) <u>D6000TD</u>	<u>8.800</u>	<u>4.500</u>		8.800	4.500	
Part 2. (DCC)	<u>D6000TD</u>	<u>7.100</u>	<u>4.500</u>	F9	7.100	4.500	
	(Mail Cert) <u>D6000TD</u>	<u>8.800</u>	<u>4.500</u>		8.800	4.500	

F3=Exit F4=Prompt F5,F6,F7,F8,F9=Test Print F12=Cancel

DCC is an abbreviation for Deputy Court Clerk signature line on the forms

This screen will be display when the user selects option 4. Signature Customization and Placement from the Tax Garnishment Customization Menu. This screen allows the user to place their individual signature file on to the Tax Garnishment, Proof and Release forms. Your signature file name(s) will be visible with the F4=Prompt key. If you do not see your signature files there, you must contact DMC Technology Group and have them created.

The Offset Down and Offset Across columns are a measurement in inches (up to a thousandth of an inch) to place your individual signature perfectly on the form. The Approximate Starting Down and Across columns will get the signature close, but will require fine tuning to get the placement exactly on the form because everyone’s signature is unique.

To fine tune the signature placement, F5, F6, F7, F8, F9=Test Print will print the appropriate blank form with the signature to allow for placement verification. Keep making adjustments and test printing until you are satisfied with all of the forms. The Test Print will send the form to the printer defined in Customization for the actual printing of the Tax Garns. It would be best to test on the actual printer being used to print the actual forms to avoid any margin and/or font differences.

If your court does not have signatures automatically printed on the Tax Garnishment forms, you can leave this screen totally blank.



System: 80. Customization

Customization: 6. Tax Garnishment

4. Signature and Placement

Screen function keys are as follows:

F3=Exit	Returns the user to the Tax Garnishment Customization Menu.
F4=Prompt	Allows the user to prompt for valid signature files.
F5=Test Print	Allows the user to Test Print the Tax Garnishment Part 1 form.
F6=Test Print	Allows the user to Test Print the Tax Garnishment Part 2 form.
F7=Test Print	Allows the user to Test Print the Proof of Service form.
F8=Test Print	Allows the user to Test Print the Release Part 1 form.
F9=Test Print	Allows the user to Test Print the Release Part 2 form.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
Customization: 6. Tax Garnishment
4. Signature and Placement
F4=Prompt for Signature File

```

D6000DMC          Signature Customization and Placement    4/15/15  15:43:04
Type choices, press Enter.
Over
Tax Garnishments (MC52)  Nam
  Part 1. . . . .(Pltf) D6000
                    (DCC) D6000
  Part 2. . . . .(Pltf) D6000
                    (DCC) D6000
Proof of Service (PROOF)
  Proof . . . . . (Sig) D6000
Tax Garnishment Releases (MC5
  Part 1. . . . . (DCC) D6000
                    (Mail Cert) D6000
  Part 2. . . . . (DCC) D6000
                    (Mail Cert) D6000

```

Signature Overlay Select

Type 1=Select, press Enter.

Opt	Signature	Description
█	D6000KH	Katie Howard
_	D6000TD	Theresa Dean

Bottom

F3=Exit F12=Cancel

```

F3=Exit    F4=Prompt    F5,F6,F7,F8,F9=Test Print    F12=Cancel

```

The Signature Overlay Select screen will allow the user to place the appropriate signature on the form signature line. These signature files are pre-loaded on your system. If you do not see what you are looking for, you will need to contact DMC Technology Group for assistance.

Screen input edits are as follows:

- Option "1" will select the signature file. Any other non-blank entry will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits the Signature Overlay Select screen and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | Returns the user to the Signature Customization and Placement screen. |



System: 80. Customization System: 7. Initial Setup Menu

```

D6000DMC                COLLECT System Initial SetUp Menu        4/20/15  11:31:58
Select one of the following:

Maintenance:             1. Software Security Id
                        2. Postcard Court Address
                        3. Notification Letter Heading
                        4. Wage Assignment Court Heading
                        5. Payment Coupon "Make Payments To"
                        6. Multiple Court Processing
                        7. Multiple Court Prefix Entry
                        8. Next Action Codes to Ignore
                        9. Payment Schedule Customization
                       10. Cash Codes to Ignore
                       11. Prisoner Funds Remit To Address
                       12. Prisoner Funds MDOC Address

                        30. All of the Above

Type selection, press Enter.  ==> █
F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

When the user enters “7. Initial Setup Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit COLLECT system and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 1. Software Security Id

```
D0800DMC          Software Security Id Maintenance          4/26/07  08:04:20
Type choice, press Enter.
Software Security Id . . . . K35X08L6K71AM08R03 (Code Supplied by DMC)

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 1. Software Security Id on the Initial Setup menu. It allows the user to enter the COLLECT System Software Security Id. This Id is supplied by DMC and it should not be changed without first consulting DMC.

Screen function keys are as follows:

- F3=Exit Exits Software Security Id Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 2. Postcard Court Address

```
D0800DMC          Postcard Court Address Maintenance      4/26/07  08:05:12

Type choice, press Enter.

Postcard Court Address . . . 99th DISTRICT COURT
                             999 W. ELM STREET
                             YOUR CITY, MI 99999

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 2. Postcard Court Address on the Initial Setup menu. It allows the user to enter the court address that will print on the postcard. This is used if the court is using the postcard format.

Screen function keys are as follows:

- F3=Exit Exits Postcard Court Address Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 3. Notification Letter Heading

```
D0800DMC          Notification Letter Heading Maintenance      4/26/07  08:06:47

Type choice, press Enter.

Notification Letter Heading . . .
_____
                        99th District Court
                        999 xxxxxxxxxxxxxxxx AVENUE
                        xxxxxxxxxxx, MI 99999-9999
                        (999) 999-9999
_____
                        www.YourCourtWebsite.com
_____
***** OVERDUE PAYMENT NOTICE *****

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 3. Notification Letter Heading on the Initial Setup menu. It allows the user to define the header or top portion of the notification letter. If using paper with a pre-printed header blank out any information on the above screen.

Screen function keys are as follows:

- F3=Exit Exits Notification Letter Heading Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 4. Wage Assignment Court Heading

```
D0800DMC      Wage Assignment Court Headings Maintenance      4/26/07  08:07:21

Type choice, press Enter.

Wage Assignment Court Headings . . . 99th District Court
                                         999 Elm Street
                                         Your City, MI 99999-9999
                                         999-999-9999

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 4. Wage Assignment Court Heading on the Initial Setup menu. It allows the user to define the header or top portion of the wage assignment and wage termination forms.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Court Headings Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 5. Coupon Book “Make Payments To”

```
D0800DMC      Coupon Book "Make Payments To" Maintenance      4/26/07  08:12:51

Type choice, press Enter.

Make Payments To . . . . . 99th District Court
                             999 Elm Street
                             Your City, MI 99999-9999
                             Coupon Payment
                             999-999-9999

F3=Exit      F12=Cancel
```

The above screen will display when the user selects option 5. Payment Coupon “Make Payments To” on the Initial Setup menu. It allows the user to define the return address to print on each coupon of the Coupon Book for Payment Plans.

Screen function keys are as follows:

- F3=Exit Exits Coupon Book “Make Payment To” Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 6. Multiple Court Processing

```

D0800DMC          Multiple Court Processing Maintenance      4/26/07  08:08:54

Type information, press Enter.

Combine Multiple Courts into one Process . . . N      ('Y'es, 'N'o)
Default Court Id . . . . . 9999      (JIS Court Id)

F3=Exit  F12=Cancel

```

The above screen will display when the user selects option 6. Multiple Court Processing on the Initial Setup menu. It allows courts that have multiple court ids running on their system to combine the information by name/date of birth for the purpose of Collections.

**** Contact DMC before changing from one mode to another. ****

Screen field definitions and edits are as follows:

- A “Y”es or a “N”o are the only valid entries for Combine Multiple Courts into one Process. Any other entry will generate an error

A “Y” will combine all the court ids running on the system into one court for COLLECT. An “N” will leave each court running on the system as separate entities for COLLECT

- The default Court Id will only accept the court id that is currently running on the system. This Id is used for the storage of all customization parameters.

Screen function keys are as follows:

F3=Exit	Exits Multiple Court Processing Maintenance and returns the user to the COLLECT System Customization Menu.
---------	--



F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 7. Multiple Court Prefix Entry

```

D0800DMC           Multiple Court Prefix Maintenance      4/25/07  08:09:27

Type prefixes, press Enter.

Court Id & Location      Prefix
0800 KALAMAZOO          N-
0910 Kalamazoo          C-
0920 PORTAGE            S-

F3=Exit  F12=Cancel

Bottom
    
```

This screen will be display when the user selects option 7. Multiple Court Prefix Entry on the Initial Setup menu. This screen allows the user to define a prefix for the case id when running in multiple court mode. These prefixes only display on the screen when the user has set the multiple court processing flag (9. Multiple Court Processing from the Customization menu) to a "Y". All of the court ids found on the system will be displayed.

Screen function keys are as follows:

F3=Exit Exits Multiple Court Prefix Maintenance and returns the user to the COLLECT Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 8. Next Action Codes to Ignore

```

D0800DMC                Next Action Codes to be Ignored                4/26/07  08:09:57

Type codes, press Enter.

Code  Description
AJ09  SCHEDULED FOR SHOWCAUSE HEARING
AJ10  SCHEDULED TO PAY
AJ11  ADJOURNED; MATTER UNDER ADVISEMENT
AJ12  SCHEDULED FOR DEFERRED SENTENCING
AJ13  SCHEDULED FOR PRE-SENTENCE INTERVIEW
AJ14  COURT DATE
AJ15  DUE DATE
AJ16  PARTIAL PAYMENT DUE
AJ21  MATTER UNDER ADVISEMENT/SCHEDULED FOR PRE-SENTENCE INTERVIEW
AJ22  TIME EXTENDED TO PAY

____
____
____
____
____
____

More...

F3=Exit  F12=Cancel
    
```

This screen will be display when the user selects option 8. Next Action Codes to Ignore on the Initial Setup menu. This screen allows the user to enter the JIS Next Action Codes to be ignored when looking to see if the case has a future schedule date.

Screen field definitions and edits are as follows:

- Only valid JIS Next Action Codes (AJ codes) will be accepted. Any other entry will generate an error

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Next Action Codes to be Ignored Maintenance and returns the user to the COLLECT Customization Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 9. Payment Schedule Customization

```

D0800DMC      Payment Schedule Customization Maintenance      4/25/07  08:15:25

Type information, press Enter.

Heading Payments should be made to: 99th District Court
Text. . Send payments to: 99th District Court
          999 xxxxxxxxxxxxxx AVENUE
          xxxxxxxxxx, MI 99999-9999
          Inquiries: (313) 555-1212
          www.YourCourtWebsite.com

Attention
Text. . In the event that you fail to make the payments as agreed upon, a
          statutory late fee of 20% will be added to the remaining balance.
          The court will not collect the 20% late fee if all payments are made.

Allow payments to be due on weekends/holidays . . . N ('Y'es, 'N'o)
If 'N'o, schedule payment before or after. . . . B ('B'efore, 'A'fter)
Print signature lines on bottom of form . . . . . Y ('Y'es, 'N'o)

F3=Exit  F12=Cancel
    
```

Holiday dates are determined by entries in the JIS Holiday File.

This screen will be display when the user selects option 9. Payment Schedule Customization on the Initial Setup menu. This screen allows the user to enter the information used to generate and print the payment schedule.

Screen field definitions and edits are as follows:

- Heading Text must be entered.
- Attention Text must be entered.
- A “Y”es or an “N”o are the only valid entries for Allow Payments to be Due on Weekends/Holidays. Any other entry will generate an error

A “Y” will allow scheduled payments to fall on weekends and holidays. An “N” will prevent scheduled payments from falling on weekends or holidays (as defined in JIS).

NOTE: Holiday dates are determined by entries the JIS Holiday file. You may want to enter all common holidays several years into the future so the scheduling process for Payment Plans is aware of the upcoming holiday dates.

- A “B”efore or an “A”fter are the only valid entries for If ‘N’o, Schedule Payment Before or After. Any other entry will generate an error.

A “B” will move the scheduled payment to a valid business day before the day being adjusted. An “A” will move the scheduled payment to a valid business day after the day being adjusted.





System: 80. Customization

System: 7. Initial Setup Menu

Maintenance: 9. Payment Schedule Customization

- A “Y”es or an “N”o are the only valid entries for Print Signature Lines on Bottom of Form. Any other entry will generate an error.

A “Y” will print the signature lines on the bottom of the Payment Schedule. A “N” will prevent the signature lines from printing on the bottom of the Payment Schedule.

Screen function keys are as follows:

F3=Exit Exits Payment Schedule Customization Maintenance and returns the user to the COLLECT Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 11. Prisoner Funds Remit To Address

```
D6000DMC          Prisoner Funds Remit To Maintenance      4/11/08  14:23:06

Type choice, press Enter.

Remit To Address . . . . . 99th Distict Court
                           99 S. Main St.
                           P.O. Box 999
                           City, State Zip

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 12. Prisoner Funds Remit To Address on the Initial Setup menu. It allows the user to enter the court address that will print on the prisoner funds remit to form. If this is left blank the form will default to the address at the top of the form. This address is only if the remitted funds should be sent to a different address then the court address.

Screen function keys are as follows:

- F3=Exit Exits Prisoner Funds Remit To Address Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 7. Initial Setup Menu
Maintenance: 12. Prisoner Funds MDOC Address

```
D6000DMC          Prisoner Funds MDOC Addr Maintenance    6/03/11  14:32:26

Type choice, press Enter.

MDOC Address . . . . . MDOC Regional Business Office
                       Court Order Processing
                       4000 Cooper Street
                       Jackson, MI 49201

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 13. Prisoner Funds MDOC Address on the Initial Setup menu. It allows the user to enter the MDOC address that will print when the MDOC cover page is selected.

Screen function keys are as follows:

- F3=Exit Exits Prisoner Funds Remit To Address Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

System: 7. Initial Setup Menu

Maintenance: 30. All of the Above

Selecting this option will display all of the options, in sequence, on the COLLECT System Customization Menu. The result is the same as if you were to select each menu option individually.

Multiple entries with the same Name/DOB indicate the SSN file had another record added. Only the most current SSN will be used. Outdated records noted with "Expired". It will be a court decision whether or not to delete the expired records.



**System: 80. Customization
Maintenance: 8. SSN**

```

D6000DMC                SSN Maintenance                8/03/10  11:58:09

Position to Name . . . _____

Type options, press Enter.
  2=Change  4=Delete

                                *---- Entry ----*
Opt Name                        DOB          SSN          Date      User
█ BAATZ/GENE/EARL              1/04/69    387-71-9730  7/13/10   D6000DMC
_ BEASLEY/SAMUEL/LEE JR       7/17/64    541-13-2875  8/02/10   D6000DMC
_ BENARD/CAROLYN/LYNN        10/22/67   171-63-2328  8/02/10   D6000DMC
_ BOTELLO/JOSIE/FRANCIS      12/01/85   424-17-0932  8/02/10   D6000DMC
_ BOWLING/PHILLIP/HOWARD     12/21/65   366-92-7588  8/02/10   D6000DMC
_ BRACEY/DESTINY/MARIE       11/27/86   292-82-4422  7/14/10   D6000DMC
_ BRACKETT/ROBERT/SCOTT      9/30/84    292-89-1131  7/14/10   D6000DMC
_ BRACKETT/ROBERT/SCOTT - Expired  9/30/84    292-87-0065  4/05/10   D6000DMC
_ BRADFORD/DONATUS/DEAN      1/13/76    292-91-2197  7/14/10   D6000DMC
_ BRADFORD/ERICA/LYNNE       5/08/71    293-27-3830  7/14/10   D6000DMC
_ BRADFORD/SHIRMEKA/REEANN    5/10/85    293-58-6309  7/14/10   D6000DMC
_ BRAND/CURTIS/GRIFFIN       8/06/55    404-89-9053  10/24/08  D6000TED
_ BREWER/HASSEL/WILLIAM III   7/31/76    529-14-6321  10/27/08  D6000TED
                                More...

F3=Exit  F6=Add  F12=Cancel
Worklist positioned to B.
    
```

This screen will allow the user to maintain the SSN file. All SSNs are encrypted in the database and this program is the only way to Change or Delete entries once they are entered here, by the COLLECT maintenance program or the Payment Plan program. If there are multiple records for the same Name/DOB combination, this indicates that a user updated the SSN. The collect system will not delete the old records for history purposes. If the user wishes to clean up old SSN records, they can be deleted with the option 4=Delete. To assist in finding the correct record, the user can position the work list by name.

Screen input edits are as follows:

- The option field will only accept 2=Change or 4=Delete. Any other value will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.
- F6=Add This key will display a blank screen for manual entry. The name and DOB must match a case master record in the JIS system. The DOB must be a valid date, not blank or zeros.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Maintenance: 8. SSN

Option 2=Change

```
D6000DMC                SSN Maintenance                8/02/10  15:17:13

Type information, press Enter.

Name . . . . BRACKETT/ROBERT/SCOTT                Enter Name & DOB
DOB  . . . . 9/30/84                                exactly as it
SSN  . . . . 292-87-0065                            appears in JIS.

F3=Exit  F12=Cancel
```

This screen will allow the user to change the information stored in the SSN file. Changes can be made to the spelling of the Name/DOB, but it must match a record in the JIS case master file. If not, the record will not be updated. The SSN can also be updated from this screen.

Screen input edits are as follows:

- The Name/DOB combination must exist in the JIS Case Master File.
- The birth date must be a valid date, not blank or zeros.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Exits SSN Maintenance and returns the user to the SSN name selection list. |



System: 80. Customization
Maintenance: 8. SSN
Option 4=Delete

```

D6000DMC                SSN Maintenance                8/02/10  15:37:07

Position to Name . . . _____

Type options, press Enter.
  2=Change  4=Delete

Opt Name                DOB          SSN          Date      User
----- Entry -----
_ BELL/MARY/IDA         12/22/71  195-78-0986  8/02/10  D6000DMC
_ BENARD/CAROLYN/LYNN  10/22/67  171-63-2328  8/02/10  D6000DMC
_ BOTELLO/JOSIE/FRANCIS 12/01/85  424-17-0932  8/02/10  D6000DMC
_ BOWLING/PHILLIP/HOWARD 12/21/65  366-92-7588  8/02/10  D6000DMC
_ BRACEY/DESTINY/MARIE  11/27/86  292-82-4422  7/14/10  D6000DMC
_ BRACKETT/ROBERT/SCOTT  9/30/84   292-89-1131  7/14/10  D6000DMC
4 BRACKETT/ROBERT/SCOTT  9/30/84   292-87-0065  4/05/10  D6000DMC
█ BRADFORD/DONATUS/DEAN  1/13/76   292-91-2197  7/14/10  D6000DMC
_ BRADFORD/ERICA/LYNNE  5/08/71   293-27-3830  7/14/10  D6000DMC
_ BRADFORD/SHIRMEKA/REEANN 5/10/85   293-58-6309  7/14/10  D6000DMC
_ BRAND/CURTIS/GRIFFIN  8/06/55   404-89-9053  10/24/08 D6000TED
_ BREWER/HASSEL/WILLIAM III 7/31/76   529-14-6321  10/27/08 D6000TED
_ BROWN/TONY/DANIEL     5/22/81   405-87-1600  10/28/08 D6000TED

More . . .

F3=Exit  F6=Add  F12=Cancel
Record has been deleted - BRACKETT/ROBERT/SCOTT.
    
```

Use caution when using this option, there will not be any verification screen displayed, the record will just get deleted. An information message will be displayed on the bottom of the screen confirming the delete.

Screen function keys are as follows:

F3=Exit Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization Maintenance: 9. Stop Code

D6000DMC Stop Code Maintenance 6/01/12 16:26:32

Type codes, press Enter.

Stop Code	Description/ROA Text	
A	Address Stop - Mail returned - bad address	<-Added-
	Address Stop Removed	<-Removed-
C	Show Cause Issued - Stop all COLLECT notice	<-Added-
	Restart COLLECT overdue notices	<-Removed-
J	Stop Notices - judges relation	<-Added-
	Restart Notice - judge disowned	<-Removed-
P	Case on PROBATION - Stop All COLLECT notice	<-Added-
	Case off Probation - Resume COLLECT notices	<-Removed-
S	Reserved for COLLECT Stop Notice	<-Added-
	Start Notice Q004 & Q005	<-Removed-
W	Warrant Issued - Stop all COLLECT notices	<-Added-
	Warrant Recalled - Restart COLLECT notices	<-Removed-
-		<-Added-
		<-Removed-
-		<-Added-
		<-Removed-

F3=Exit F12=Cancel

More...

Stop Codes A & S are reserved for the COLLECT system and cannot be modified.

The Code Description also doubles as the ROA entry when adding and removing Stop Codes.

This screen will allow the user to maintain the Stop Code Description file. Your court will have the ability to define your own Stop Codes. Codes A-Z and 0-9 are available for definition with the exception of codes A and S. These codes are reserved for stop functions within the COLLECT system and will be protected from user modification. The Stop Code Description also doubles as the ROA text whenever a Stop Code is added or removed. The customized Stop Codes can be reported on by launching the Stop Code Report. (Reporting Menu option 12)

To add new codes, simply type the code and both descriptions and press enter. To remove or delete codes, simply blank out all three fields and press enter. To modify the code descriptions, just type over the existing description. (Changing the code description will not change Stop Code ROA text for those entries already enter or removed, only new entries from that point forward.)

Screen input edits are as follows:

- The Stop Code must be unique and have an "Added" and "Removed" description for the ROA entry. Any portion left blank, or duplicate codes will an edit error.

Screen function keys are as follows:

- F3=Exit Exits Stop Code Maintenance and returns the user to the COLLECT System Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Appendix “Q” Codes Generated by COLLECT - JIS Register of Action

The following table is a list of all the “Q” codes generated by the COLLECT system that are used to create ROA entries back to the JIS system. These “Q” codes can be used as events when designing JIS reports using the Report Generator.

CODE EXT	CODE DESC 1	CODE DESC 2
Q001	ADD PAY PLAN	THIS CASE ADDED TO PAYMENT PLAN (START DATE)
Q002	CHG PP START	CHANGED PAYMENT PLAN START DATE TO
Q003	CHG PP FREQ	CHANGED PAYMENT FREQUENCY TO
Q004	STOP PP STMT	STOP SENDING OVERDUE PAYMENT NOTICE
Q005	START PP STM	START SENDING OVERDUE PYMT NOTICE
Q006	CHG PP AMT	PAYMENT AMOUNT CHANGED FOR CASE (CASE ID/AMOUNT)
Q007	CHG PP PTY	PARTIAL PAYMENT PRIORITY CHANGE TO (CASE ID/AMOUNT)
Q008	REMOVED PP	THE LISTED CASE WAS CLOSED & REMOVED FROM PP (CASE ID)
Q009	ADD PP OTHER	OTHER CASES ADDED TO PP AGREEMENT (CASE ID/AMOUNT)
Q010	STMT SENT	OVERDUE PAYMENT STATEMENT SENT (STMT DATE/NBR-TOTAL \$ AMT)
Q011	REMOVED PP	THE LISTED CASE WAS MANUALLY REMOVED FROM PP (CASE ID)
Q013	WARRANT LTR	OVERDUE PAYMENT ON WARRANT CASE(S) LETTER SENT
Q014	PROB LTR SNT	OVERDUE PAYMENT ON PROBATION CASE(S) LETTER SENT
Q015	NOTF LTR SNT	OVERDUE PAYMENT NOTIFY LETTER SENT (LETTER DATE/TEXT NBR/TOTAL DUE)
Q016	PP FREQ DAYS	PAYMENT PLAN FREQUENCY DAYS SET TO:
Q017	STMT OTHER	OVERDUE PAYMENT STATEMENT SENT (Not for this case)
Q018	LETTER OTHER	OVERDUE PAYMENT NOTIFY LETTER SENT (THIS CASE WAS NOT INCLUDED)
Q019	STMT REPRINT	OVERDUE PAYMENT STATEMENT REPRINTED
Q020	STMT REPR EX	OVERDUE PAYMENT STATEMENT REPRINTED (Not for this case)
Q021	ADD PAY PLAN	THIS CASE ADDED TO PAYMENT PLAN (Date of Agreement)
Q022	ADD PP OTHER	PAYMENT PLAN CREATED - Date of Agreement (NOT FOR THIS CASE)
Q023	CHG PAY PLAN	PAYMENT PLAN PARAMETERS WERE CHANGED
Q024	DEL PAY PLAN	**** PAYMENT PLAN HAS BEEN DELETED ****
Q025	PAY PLAN SAT	** PAYMENT PLAN HAS BEEN SATISFIED AND TERMINATED **
Q027	COL AGY EXTR	THIS CASE EXTRACTED TO A COLLECTION AGENCY
Q028	PP TRM OTHER	** PAYMENT PLAN SATISFIED AND TERMINATED ** (NOT FOR THIS CASE)
Q030	TXGARN FILED	WRIT FOR TAX GARNISHMENT FILED
Q031	REMIT PRIS	ORDER TO REMIT PRISONER FUNDS PRINTED AND FILED
Q032	SATIS OF OBL	SATISFACTION OF OBLIGATION FOR REMIT PRISONER FUNDS PRINTED AND FILED
Q033	WAG ASN FIL	WAGE ASSIGNMENT HAS BEEN FILED BY THE COURT
Q034	WAG CNL FIL	WAGE ASSIGNMENT HAS BEEN CANCELLED BY THE COURT
Q035	COLL RESET	COLLECT STATEMENT LEVEL HAS BEEN RESET
Q036	WAGASN OTHER	WAGE ASSIGNMENT ISSUED ON OTHER CASE
Q037	WGAS CNL OTH	WAGE ASSIGNMENT ON OTHER CASE HAS BEEN CANCELLED BY THE COURT
Q038	DISCL RECVD	DISCLOSURE RECEIVED FROM TREASURY ON TAX GARNISHMENT
Q039	F DISCL RCVD	FINAL DISCLOSURE RECEIVED FROM TREASURY ON TAX GARNISHMENT