

## Processing Unclaimed Restitution (JIS Recommended Procedure - Revised November, 2009)

The following procedures should be followed to correctly report unclaimed restitution, pursuant to Crime Victim Rights Act, 2000 Public Act 503.

If you have any questions about this procedure, please contact the help desk at 888.339.1547 or email at [dcshelpdesk@courts.mi.gov](mailto:dcshelpdesk@courts.mi.gov).

### **Step 1** - Add cash code MYVR-Unclaimed Restitution.

Go to Cash Codes Update to create the Unclaimed Restitution cash code. Complete instructions for Adding a New Cash Code can be found in the DCS Quick Tips section of the District Court System website at [courts.mi.gov/jis](http://courts.mi.gov/jis).

**TRAINING-9999** Cash Codes Update

Division T (T=T/C, C=Civil, M=Miscellaneous)

Cash Code MYVR Description on Receipt UNCLAIM REST

Group Code O Hot Key \_

Screen Priority \_\_\_ Default Amount \_\_\_\_\_ T/A Type \_\_\_

	Account ID	Percentage	Venue	Transmittal Line#	
				State Form	Local Form
	*227.37	100 %	-	07	___
	_____	___ %	-	___	___
	_____	___ %	-	___	___
	_____	___ %	-	___	___

+

F4-Prompt F5-Venues F6-Transmittal File F23-Delete  
F24-Previous Menu Page/Roll Help

Add Group Code "O" to your MYVR cash code, to omit the amount from fines and costs totals on forms.

### **Step 2** - Add MYVR to Traffic/Criminal code files.

Go to Code Files Update in the Traffic/Criminal Subsystem. Choose option 3, Code Files Update; then 'X' Code Files. Create the code as shown below.

**Code File Inquiry & Update**

Code: MYVR Code Listing Group: AG

Short Description: UNCLAIM REST

Long Description:

**UNCLAIMED VICTIM RESTITUTION**

## **Reporting Unclaimed Restitution**

The court will be able to identify unclaimed restitution by printing open restitution reports monthly. If an open amount stays on the report for two years, or if a check which was written to a victim for restitution is not cashed within two years, the following steps should be followed.

1. If the restitution was never paid out, pay down the record indicating "Unclaimed Restitution" as the payee. If the restitution was previously paid out and the check was never cashed, delete the paydown record and create a new paydown reflecting the payee as "Unclaimed Restitution".
2. Write a check from the trust account to the court for the unclaimed restitution.
3. Ring a receipt using the MYVR cash code. The amount will report on Line 7 of the State Transmittal (same line as the crime victims' assessment fee). It will also be reported on Line 10 of the Crime Victim Rights Assessment Report.

## **Paying out Previously Unclaimed Restitution**

If a person comes to the court to collect restitution previously reported as unclaimed, the following steps should be followed.

1. Void the receipt for the unclaimed restitution. This will automatically adjust Line 7 of the State Transmittal and report on Line 11 of the Crime Victim Rights Assessment Report as refunded restitution.
2. Make manual adjustments to bank deposit totals on the day of the void. The amount of the MYVR that was voided will need to be subtracted from your Depository Account deposit total, and added to your Trust & Agency deposit total.
3. Write a check to the victim from the trust account. On the restitution record, delete the paydown for Unclaimed Restitution and create a new paydown with the information (check number and victim name) for the check that was written. The entire history of the restitution will appear on one restitution record.