

# Judicial Information Systems



## Trial Court System Payment Plans



**Contact:** Starr Wieber, Technical Service Representative  
Susan Svoboda, Technical Service Representative

---

---

## Payment Plans per Name

**Payment Plans** are now available in the Judicial Information Systems - Trial Court System(TCS). The payment plan component is available to all TCS courts and allows the court to establish, modify, end and create new payment plans per billing location by the payer's name.

### **Help Desk Phone:**

**888-339-1547**

#### **Option 4:**

TCS Help Desk  
(Software questions)

#### **Option 5:**

Operations  
(Hardware)

### **Help Desk Fax:**

**517-373-7451**

### **Help Desk E-mail:**

**tcshelpdesk  
@courts.mi.gov**

### **JIS Website:**

[www.courts.mi.gov/jis](http://www.courts.mi.gov/jis)  
(click on Court  
Systems to find TCS  
link)

### **Key functions** of the Payment Plan component are:

- Establish and print payment plans by Name & Billing Location, incorporating multiple cases into one payment plan.
- Calendar block allows Sat/Sun/Holidays to be excluded from payment plan pay dates.
- Add financial notes applicable to payment plan.
- Name displaying in purple when active payment plan.
- Notification upon receipting of existing payment plan and an option to Schedule the Next Payment on court calendar.
- Monitor financial Information by Name & Billing Location
  - easily view payment plan and payment compliance/history.
- Automatic ROA updating of payment plan/next actions.
- View a listing of all payment plans.

**\*Note: the Payment Plan component is in addition to the standard TCS financial functions, to wit:**

- Billing/Statements
  - on demand or by batch
  - individualized text per name/bill
  - general text saved per billing location will print on each bill
- Delinquent/Notification Letters
  - designed by the court
  - on demand or by batch with customized parameters
- Show Cause Reports
- Form - MC 230 - Motion & Order to Show Cause- automatically loads financial information upon request when generating the form
- Form - MC 289 - Order for Wage Assignment
- TAX ~ Juvenile State Income Tax Intercepts - the ability for Juvenile divisions to intercept delinquent payers in batch format for outstanding costs of care and/or services.

# Payment Plans

## Payment Plans, continued:

- **Payment Plans per Name**

The Payment Plan module is available to all Courts using the TCS/Trial Court System. Please contact the TCS Helpdesk for assistance in setting up this feature. Payment plans may be created any time a case has financial orders.

- **Payment Plans ~ PP**

Hop code PP, allows the user to Work with **all** Payment Plans by Name.

```

Payment Plans by Name                                     6/18/09
Next: PP Case: _____ Court: C 08 34
Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes B=Bonds C=Cases D=Delinquent Letter
H=Address Hist M=Monetary P=Print Z=Receipts
Name: _____

```

Name	Payment Amt	Total Amt	Agree Dt
AAA BONDING AGENCY	22.00 M	242.00	9/01/08
ABBOTT, M	10.00 M	70.00	9/01/08
WIEBER, JOHN,	25.00 M	1050.00	11/01/08
WIEBER, C	25.00 M	2605.00	6/01/08
WIELAND, JACK	10.00 M	1034.47	10/01/08

```

Bottom
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calcs F17=Top F18=Bot F21=Print

```

F21/Print on the Payment Plans by Name screen prints a list of all Payment Plans.

```

Lansing Test(Rel Pilot)                                Rel0906
SUSAN                                                    6/18/09 Pg: 1
UCIPPPK                                                  13:27:02

IONIA CIRCUIT COURT - COLLECTIONS
111 E MAIN STREET
FIRST FLOOR
IONIA, MI 48814
616/527-5322 Ext: 123

```

Name	Payment Amt	Total Amt	Agree Dt
AAA BONDING AGENCY	22.00 M	242.00	9/01/08
ABBOTT, M	10.00 M	70.00	9/01/08
WIEBER, J	25.00 M	1050.00	11/01/08
WIEBER, C	25.00 M	2605.00	6/01/08
WIELAND, JACK,	10.00 M	1034.47	10/01/08

```

*** Number of Active Plans: 5 5001.47 *
*** END OF REPORT ***

```

- **Payment Plan System Set-up Options for Creating Events and Next Actions**

Hop code BLO, Option P=Payment Plan/on the appropriate Billing Location; allows the court to enter pertinent set-up information for creating Payment Plans, including the court header information to display on the payment plan agreement, and whether or not events with a next action are added on the creation of a new payment or next payment due are created.

```

Edit/Delete Financial Division Details                    6/15/09
Billing Loc: 3
Financial Division: PP Payment Plan

Division Name: IEST COUNTY JUVENILE DELINQUENT
Contact Name: IEST
Address: IEST ( 268361 )
City: IEST St: MI Zip: 48879
Phone: 9895551212 Ext: 67

New Payment Plan
Add Event: PP PAYMENT PLAN AGREEMENT
Add Next Action: 16 Time: 9:00 A Professional: C 3 Courtroom: REV

Next Payment Due
Add Event: NP Next Payment Due
Add Next Action: 16

```

# Payment Plans

## Payment Plans, continued:

- **CREATING PAYMENT PLANS** ~ to create a payment plan
  - **NAM/Work with Names** file, enter the last name of payer
  - **F/Financial Information** - next to the applicable payer

```

SUSAN      UCHRDFK      UCSGEN - TEST      HOJ
                        Work with Names      12/18/08

Next: ___ Case: ___ Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: CHILDERS

      Name      GDR/R      DOB      SSN      City
      CHILDERS,CHILLY,
E N CHILDERS,CHRIS,      M WA 8/20/01      BYRON
    
```

Names in Purple/Pink mean they have an active Payment Plan.

(Names in white mean they owe money.)

At the Financial Information for <selected person> screen:

**-P/Payment Plan** - next to the applicable Billing Location

```

SUSAN      UCDGDFK      UCSGEN - TEST      HOJ
                        Financial Information for:      12/18/08
All Courts      CHILDERS,CHRIS,      ( 209992 )

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept

Billing Loc: ___

      Billing Location      Supp      Sent To      --- Tax Intercept ---
      1 JUVENILE NA & PJ      Bill NSF Collect      Status      Date
      2 CIRCUIT BILLING - CALHOUN
      P 3 JUVENILE - CRIM (DL)      N      1/01/2008
      4 PROBATE ONLY      PAY PLAN Active

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc      Bottom
    
```

## Select the Case/s for the Payment Plan:

- "1", and enter next to **each** case to include in payment plan, then F3

```

SUSAN      UCPMDFK
                        Select Case(s) for Payment Plan For
                        CHRIS CHILDERS      ( 209992 )
Bill Loc: 3 JUVENILE - CRIM (DL)      14420.90

Type options, press Enter.
1=Select M=Monetary R=ROA

Case: ___

      Crt      Case Number      Jur Pty      Alt Pty Filed      Balance
      P 13 13 2008 0700211408 DL SLR JUV 1 1/28/08 A 340.00
CHRIS CHILDERS

      1 P 13 13 2008 0700211409 DL DER JUV 1 5/05/08 A 11745.00
CHRIS CHILDERS

F3=Exit
    
```

# Financial Updates

## Financial Updates, continued:

- The total outstanding owed by the payer for the cases selected will default into the Total Plan Amount. The user may enter a different Total Plan Amount if they choose to. The user must enter:

- Total Plan Amount:** leave the default for cases or enter amount.
- Balance Forward Paid:** enter only if an up-front payment is required on the plan and the amount is not applied to the plan.
- Payment amount:** enter the established amount.
- Frequency:** Daily, Weekly, Monthly, Bi-weekly, Yearly
- First Due Date:** enter when first payment is due
- Agreement date:** enter the date of the agreement.
- Create Event:** Y/N, Y - will create an event on the ROA.

### Automatically Create Event on the ROA:

the default is set-up through the system options to default to Y or N, the user may type over the defaulted Y or N.

```

23 12/18/2008          JUV 001          SS
PAYMENT PLAN AGREEMENT
DEF TO PAY $500.00 / Monthly COMMENCING 01/01/2009
SET NEXT DATE: 16 01/01/2009 9:00 AM WIEBER COURTROOM: REV
    
```

-then press enter and the plan will display and become active

**\*Note:** the user may enter different payment amounts/due dates and press enter to re-display plans. The last plan before pressing F3/exit will be saved as the active plan.

```

SUSAN      UCFPETK      UCSGEN - TEST      HOJ
Edit Payment Plan for      12/18/08
Name: CHRIS CHILDERS      ( 209992 )      Seq#: 1
340 LEHRING STREET, BYRON, MI 48418
Bill Loc: 3 JUVENILE - CRIM (DL)
Current Due: 11745.00      Paid on Plan: .00 (w/o Bal Fwd Pd)

Total Plan Amount: 11745.00 - Bal Fwd Paid: 745.00 = 11000.00
Payment Amount: 500.00      Frequency: M      First Due Date: 1/01/2009
Agreement Date: 12/18/2008      Create Event: Y      Inactive Date:
Plan Status: A Active      Pays: 22

Pays      Due Dates      Pay Amount      Amount Paid      Balance
1      1/01/2009 Thursday      500.00      .00      10500.00
2      2/02/2009 Monday      500.00      .00      10000.00
3      3/02/2009 Monday      500.00      .00      9500.00
4      4/01/2009 Wednesday      500.00      .00      9000.00
5      5/01/2009 Friday      500.00      .00      8500.00
6      6/01/2009 Monday      500.00      .00      8000.00
7      7/01/2009 Wednesday      500.00      .00      7500.00
8      8/03/2009 Monday      500.00      .00      7000.00      +

F3=Exit      F13=Cmnds      F16=Calc      F17=Payments      F18=Cases      F19=Chg Name      F21=Print
    
```

**F21/Print** - will print a copy of the Payment Schedule/Plan.

- **F17/Payments** - view payment history.
- **F18/Cases** - view cases associated to this Payment Plan.
- **F19/Chg Name** - change the address on the Name File for the Payer. **\*Note:** this will change their address for notices, etc.
- **F21/Print** - print out the Payment Schedule/Plan.

# Payment Plans

## Payment Plans, continued:

- **VIEWING PAYMENT PLANS** ~ to view a payment plan
  - **NAM/Work with Names** file, enter the last name of payer
  - **F/Financial Information** - next to the applicable payer-

```

SUSAN      UCHRDFK      UCSGEN - TEST      HOJ
                        Work with Names      12/18/08

Next: ___ Case: ___ Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: CHILDERS
      Name      GDR/R      DOB      SSN      City
      CHILDERS,CHILLY,
E N CHILDERS,CHRIS,      M WA 8/20/01      BYRON
    
```

## - P/Payment Plan - next to the billing location with the PAY PLAN Active

```

SUSAN      UCDGDFK      UCSGEN - TEST      HOJ
All Courts      Financial Information for:      12/18/08
                        CHILDERS,CHRIS,      ( 209992 )

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept

Billing Loc: ___

  Billing Location      Supp      Sent To      --- Tax Intercept ---
  1 JUVENILE NA & PJ      Bill NSF      Collect      Status      Date
  2 CIRCUIT BILLING - CALHOUN
P 3 JUVENILE - CRIM (DL)      N      1/01/2008
  4 PROBATE ONLY      PAY PLAN Active

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc      Bottom
    
```

```

SUSAN      UCFPDIK      UCSGEN - TEST      HOJ
                        Work With Payment Plan(s) for      12/18/08
Name: CHRIS CHILDERS      Acct#: 000209992-000268268-00000
      340 LEHRING STREET      DOB: 8/20/2001
      2ND SUITE
      BYRON, MI 48418

Bill Loc: 3 JUVENILE - CRIM (DL)      Current: 14000.90
      Total: 14420.90

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes C=Cases P=Print

Seq#      Payment Amt      FRQ      1st Pay      Date of      Inactive
  Due Date      Total Amount      Agreement      Date      STS
  1      500.00      M      1/01/2009      11745.00      12/18/2008      A

F3=Exit F6=Create F13=Cmnds F16=Calcs F19=Change Name/Address
    
```

When viewing the Payment Plan, the following options are available:

- 2/Change** - the current Payment Plan, or **enter an inactive date and F6/Create a new Payment Plan.**
- 4/Delete** - delete a Payment Plan.
- 5/Display** - view the Payment Plan.
- 6/Notes** - create a financial note regarding the Payment Plan.
- C/Cases** - view cases associated to the Payment Plan.
- P/Print** - print the Payment Plan.

# Payment Plans

## Payment Plans, continued:

- **WRITING RECEIPTS - with an active Payment Plan ~**
  - **NAM/Work** with Names file, enter the last name of payer
  - **Z-Receipt** - next to the payer's name

```

SUSAN      UCHRDFK      UCSGEN - TEST      HOJ
                        Work with Names      12/18/08
Next:  NAM      Case:  2007 0700211404      Court:  P 13  13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name:  CHILDERS
      Name      GDR/R      DOB      SSN      City
      CHILDERS,CHILLY,      M WA  8/20/01      BYRON
      CHILDERS,CHRIS,
      CHILDERS,GUARDIAN,
  
```

```

SUSAN      TCCTETK      UCSGEN - TEST      HOJ
                        Court Receipts      12/18/08
Cashier:
Crt:  C 37  13 CHILDERS,CHRIS,      ( 209992 ) BLoc:  2
Total Court:      668.00      Total Victim Assess:      .00      VA%:  50.00
Total Paid:      50.00      Receipt Date: 12/18/2008
Bond Applied:      .00      Total Balance:      668.00
Cash
Code      Balance Due      Amount Paid
COST COURT COSTS-CHRIS CHILDERS 2008 0000000399 FH      650.00      50.00
COST COURT COSTS-CHRIS CHILDERS 2008 0000000399 FH      15.00
AFE ATTORNEY FEE-CHRIS CHILDERS 2008 0000000399 FH      3.00
  
```

```

SUSAN      TCCNETK      UCSGEN - TEST      HOJ
                        Edit Payment Information      12/18/08
Court:  C 37  13      Printer:  PRT03
Cashier:      Wkstn/Drw:  SUSANA      01
Paid By:  CHILDERS,CHRIS,      Receipt Dte: 12/18/2008
Cmt:
Total Due:      50.00      Total Received:      50.00
Balance:      618.00 ( 209992 )      Change Due:      .00
Pgmt      Description      Reference Code      Amount
Type
C      CHECK      123      50.00
  
```

```

SUSAN      UCFPDTK      UCSGEN - TEST      HOJ
                        Display Payment Plan      12/18/08
Name:  CHRIS CHILDERS      ( 209992 )      Seq#:  1
340 LEAHRING STREET, BYRON, MI 48418
Bill Loc:  2 CIRCUIT BILLING - CALHOUN
Current Due:  618.00      Paid on Plan:      .00 (w/o Bal Fwd Pd)
Total Plan Amount:  668.00 - Bal Fwd Paid:      .00 = 668.00
Payment Amount:  50.00      Frequency:  M      First Due Date:  1/01/2009
Agreement Date:  12/18/2008      Inactive Date:
Plan Status:  A Active      Pays:  14
Pays      Due Dates      Pay Amount      Amount Paid      Balance      Total Due-NP
1 * 1/02/2009 Fri      50.00      .00      618.00      50.00
2 2/02/2009 Mon      50.00      .00      568.00
3 3/02/2009 Mon      50.00      .00      518.00
4 4/01/2009 Wed      50.00      .00      468.00
5 5/01/2009 Fri      50.00      .00      418.00
6 6/01/2009 Mon      50.00      .00      368.00
7 7/01/2009 Wed      50.00      .00      318.00
8 8/03/2009 Mon      50.00      .00      268.00
  
```

```

Evt# Evt Ct Pty      Event Description
12/18/2008  11 NP      D 1      Next Payment Due
DEF TO PAY NEXT PAYMENT: $50.00
Nxt:  16      2/02/2009 10:00 A Rm#:  REV  96052
  
```

```

SUSAN      UCFPETK      UCSGEN - TEST      HOJ
                        Edit Payment Plan for      12/18/08
Name:  CHRIS CHILDERS      ( 209992 )      Seq#:  1
340 LEAHRING STREET, BYRON, MI 48418
Bill Loc:  2 CIRCUIT BILLING - CALHOUN
Current Due:  618.00      Paid on Plan:  50.00 (w/o Bal Fwd Pd)
Total Plan Amount:  668.00 - Bal Fwd Paid:      = 668.00
Payment Amount:  50.00      Frequency:  M      First Due Date:  1/01/2009
Agreement Date:  12/17/2008      Create Event:  N      Inactive Date:
Plan Status:  A Active      Pays:  14
Pays      Due Dates      Pay Amount      Amount Paid      Balance
1 1/02/2009 Friday      50.00      50.00      618.00
2 2/02/2009 Monday      50.00      .00      568.00
3 3/02/2009 Monday      50.00      .00      518.00
4 4/01/2009 Wednesday      50.00      .00      468.00
  
```

\*NOTE: Some courts Schedule Next Payment on the court calendar as a hearing to ensure defendant has paid.

-pressing enter automatically schedules hrg.

-F3/Exits this system option.

# Payment Plans

## Example plan:

### PAYMENT SCHEDULE

Mail Payment To: CALHOUN COUNTY CIRCUIT COURT  
111 CALHOUN AVE  
1ST FLOOR  
BATTLE CREEK, MI 48798  
616/962-1522 Ext: 298

Name: CHRIS CHILDERS  
340 LEHRING STREET  
2ND SUITE  
BYRON, MI 48418

Date: 12/18/2008  
Phone#: 517/333-2232  
Date of Birth: 8/20/2001

<u>Case Number(s)</u>	<u>Case Entitlement</u>	<u>Current Balance</u>
2008 0000000399 FH SLR	STATE OF MI V CHRIS CHILDERS	668.00

Total Plan Amount: 668.00 - Bal Fwd Paid: .00 = 668.00  
Payment Amount: 50.00 Monthly First Due Date: 1/01/2009  
Agreement Date: 12/18/2008

<u>Pays</u>	<u>Due Dates</u>	<u>Pay Amount</u>	<u>Amount Paid</u>	<u>Balance</u>
1	1/02/2009 Friday	50.00	.00	618.00
2	2/02/2009 Monday	50.00	.00	568.00
3	3/02/2009 Monday	50.00	.00	518.00
4	4/01/2009 Wednesday	50.00	.00	468.00
5	5/01/2009 Friday	50.00	.00	418.00
6	6/01/2009 Monday	50.00	.00	368.00
7	7/01/2009 Wednesday	50.00	.00	318.00
8	8/03/2009 Monday	50.00	.00	268.00
9	9/01/2009 Tuesday	50.00	.00	218.00
10	10/01/2009 Thursday	50.00	.00	168.00
11	11/02/2009 Monday	50.00	.00	118.00
12	12/01/2009 Tuesday	50.00	.00	68.00
13	1/01/2010 Friday	50.00	.00	18.00
14	2/01/2010 Monday	18.00	.00	.00