

Appendix J

Incentives/Waivers

3rd Circuit Court-Family Division Policy

Policy on Negotiating Balances Due

Court Cost, Fines and Fees*

**Excludes Restitution reimbursement ordered by the Court*

Upon full payment of the State Minimum Cost and Crime Victim fees, the following reimbursement options are available:

Option #1

- **Payment Agreement**
 - Balance reduced 50%.
 - Paid within 90 days.
 - Payment Agreement will include cost and fees ordered up to and including the date of the agreement.
 - ***Does not include Restitution ordered by the Court.***
 - Cost and fees ordered after the agreement is approved shall be paid as ordered.

Option #2

- **Settlement Agreement**
 - Settlement Agreement terms:
 - 10% reduction will be applied to cost assessed within a year (2013 to present)
 - 25% reduction will be applied to cost assessed 2 – 5 years ago (2012 – 2008)
 - 50% reduction will be applied to cost assessed over 6 years ago (prior to 2007)
 - To enter a Settlement Agreement the following are required:
 - Complete a financial agreement
 - Provide the following:
 - a. Proof of income/employment
 - b. Proof of household size
 - c. Provide proof of expenses
 - Monthly installment period beyond 90 days.
 - Settlement Agreement will include cost and fees ordered up to and including the date of the agreement.
 - ***Does not include Restitution ordered by the Court.***
 - Cost and fees ordered after the Settlement Agreement is approved shall be paid as ordered.

Option #3

- **Reduction or Waiver of Fees**
 - Provide proof of indigency during the period of the assessments.
 - Complete a financial statement
 - Provide the following:
 - a. Proof of income/employment/Government Benefits
 - b. W2 or Tax Return
 - c. Proof of household size
 - d. Provide proof of expenses
 - Waiver/reduction will include cost and fees ordered up to and including the date of the approval.
 - ***Waiver/Reduction does not include Restitution ordered by the Court.***
 - Cost and fees ordered after approval will be subject to waiver/reduction based on proof of indigency.

Option #4

- **Request for Judicial Review**
 - Complete a Motion Packet

Default on an Agreement

If the party defaults on the terms of an agreement, the original balance will become due and collectible. The Court Collections Unit will enforce reimbursement. Enforcement will include:

- Administrative Show Cause Hearing
- Referral to Third Party Collection Agency
- State Tax Offset
- Income Withholding

The Court Collections Unit will review the financial documentation provided to negotiate the best option.

FINANCIAL REVIEW AND RECOMMENDATION

Case Number:		Petition Number:	
Responsible Party:			
Relationship:		Party ID:	
Child(ren) :			
Account balance:		Assessed today:	

Receives:

- _____ State Public Assistance
- _____ Child Support
- _____ VA Benefits
- _____ Medicaid/Medicare
- _____ Social Security/Disability Insurance Recipient: _____
- _____ Public Housing

Currently housed in:

- _____ Prison
- _____ Mental Health Facility

Unemployed: _____

(a) Household Gross Income: \$ _____ -

(b) Liquid Assets: _____ (cash, bank accounts, readily convertible property)

Total Income: \$ _____ - (a + b)

(c) Reasonable/Necessary Expenses: _____ (rent, mortgage, day care, utilities)

(d) Exceptional Expenses: _____ (child support, uninsured medical expenses)

Total Expenses: \$ _____ - (c + d)

Income less Expenses = Available Funds: \$ _____ -

Family Size:

	Indigent	Receives public assistance and/or income level at or below 133% of U. S. Poverty level.
	Partially Indigent	Income level greater than 133% of U. S. Poverty level, however current financial situation presents a hardship.
	Not Indigent	Income level greater than 133% of U. S. Poverty Level.

Collections		
Date	Collections Staff	Approved

Notice of Outstanding Balance

Name: 0
Case Number: 0
Petition Number: 0
Party Id: 0

Balance:	\$	-	*balance as of date below
There may be cost assessed at each court hearing.			

To make a payment:

Pay by mail or at the Cashier Window:
Lincoln Hall of Justice
1025 E. Forest, Room 238-Bldg A
Attn: Cashier
Detroit, MI 48207

Cash, Master Card, Visa Debit, American Express, or Discover Card
Money Orders or Certified Checks payable to: Wayne County Clerk
No personal checks accepted

Pay Online:

www.govpaynow.com
Pay Location Code: 6214

Pay by phone:

888-604-7888
Pay Location Code: 6214

Collections Unit	
9/9/2014	
Date	Collections Staff

FINANCIAL REVIEW AND RECOMMENDATION

1/7/2015 (e) Paid in Full by

Attorney Fees	\$	-	
Court Cost	\$	-	
CVF	\$	-	
SMC	\$	-	
Restitution	\$	-	
(a) Total Outstanding	\$	-	(b) Negotiated Amount

TRUE

(c) Paid Today \$ -

(d) monthly amount \$ -

(f) Amount waived \$ -

Over 90 days

Date of Assessments

2013 - today	\$	-	\$	-
2008 - 2012	\$	-	\$	-
2007 -prior	\$	-	\$	-
CVF			\$	-
SMC			\$	-
Restitution			\$	-
(a) Total Outstanding	\$	-	\$	-

TRUE

(c) Paid Today \$ -

Enter # of months to pay \$

#DIV/0!

(d) monthly payment amount

(f) Amount waived \$ -