



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
925 W Ottawa Street
Lansing, Michigan 48913

MEMORANDUM

DATE: December 10, 2009
TO: JIS District Court Users
FROM: JIS District Court Team
RE: Change in Unclaimed Restitution Recommended Procedure

After consultation with SCAO, we have made changes in the recommended procedure for handling Unclaimed Restitution.

There are two areas where changes have been made:

- 1) Add Group Code "O" to cash code MYVR (Unclaimed Victim Restitution). This will keep the amount which is receipted as unclaimed restitution from appearing in the fine and costs totals on forms.
- 2) The procedure for voiding/re-ringing restitution which was previously reported as unclaimed has changed. If a person comes to the court to collect restitution previously reported as unclaimed, the receipt for unclaimed restitution will still be voided, but a re-ring will not be needed. Please see the section entitled "Paying out Previously Unclaimed Restitution" on the second page of the attached instructions for further details.

If you have questions, please contact the DCS Help Desk at dcshelpdesk@courts.mi.gov or 888-339-1547.

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.

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.

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.