

# Payment Plan Training Sessions March 2022 Frequently Asked Questions

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## Letters

### Fine Notice

**Question:**

Do I need to update my fine notice?

**Answer:**

You can continue using the same fine notice. Letter Head #5 is what needs to be updated. Letter Head #5 is the top portion of your fine notice which calculates the amount due. It has been enhanced to show the additional State fees and calculate partial payments that have been made if any.

There are videos on the website that will walk you through importing Letter Head #5, Updating the receipt (form 620), updating or importing the Payment Due report, importing the new Payment Plan Agreement letter, and updating and or adding new action codes.

**Question:**

Is there a way to pull in the Payment Plan info saved into the fine notice?

**Answer:**

The only letter that has that functionality is the Payment Plan Agreement letter. The payment plan data will only be automatically filled in when it is printed from the Payment Plan setup screen. You would need to manually enter the payment plan data when generating the Payment Plan Agreement letter via Letters & Forms button on the Case Information Screen.

**Question:**

Where do I find the payment plan data to enter when I send follow up fine notices after each payment is received?

**Answer:**

All the payment plan information is stored in the case notes. Select the Notes radio button on the case information screen and scroll to the payment plan section. Or you can select the green **P** indicator on the Case Information Screen to view the payment plan information.

## Payment Plan Agreement Letter

### **Question:**

Is there a new form letter for the Payment Plan?

### **Answer:**

Yes, there is a new letter for the Payment Plan, it's the Payment Plan Agreement letter. The Payment Plan the Payment Plan Agreement letter can be printed from the Payment Plan setup screen, and it will auto-fill with the payment plan data. However, you will be prompted for the information if you print it by going through Letters and Forms. The only time that the form will auto-fill with the Payment Plan data is when you're implementing or amending a Payment Plan.

### **Question:**

Do I have to use the new Payment Plan letter?

### **Answer:**

No, you don't have to. You can continue using what you currently have.

### **Question:**

Can we add a QR code for other ways to pay to a payment plan letter?

### **Answer:**

Yes, we can add a QR code to letters. Please call the office a call and we can help set that up.

## Order to Pay

### **Question:**

I have existing letters such as an Order to Appear or Pay by a Certain Date and a Payment Form for people that haven't paid in the past. The letter states the defendant must appear or pay by a date and if the payment is not received then a civil judgment may be filed. Are these letters still approved for use?

### **Answer:**

Letters that you've previously used can still be used. The new payment plan agreement is available to anybody who wants to use it but it's not mandatory.

**Question:**

Is the Order to Pay letter available for download?

**Answer:**

The Order to Pay letter (ORDER\_TO\_PAY.LTR) is available to be imported.

[How to Import letters in CourtRoom Program](#)

**Question:**

How do you import a letter in the CourtRoom Program?

**Answer:** For example, importing the ORDER\_TO\_PAY.LTR

Importing

1. **Utility, Edit Databases, Form Letters**
2. Select **New** at the top
3. Select **Yes** to add a new letter
4. Select **Import** at the bottom
5. Select **Search UCS Website for Letters**
6. In the Seek field enter in **Order** - in the list below you will see **ORDER\_TO\_PAY.LTR**
7. Select the above form the list, above the letter name is the letter number assigned
8. Select **Save** and **Exit**

[Receipts](#)

**Question:**

Do I give anything to the defendant when a payment is made?

**Answer:**

You would provide the defendant with a receipt.

## Partial Payments and nCourt

### **Question:**

Can partial payments be accepted for State Fees?

### **Answer:**

Yes, partial payments can be accepted for State Fees.

### **Question:**

What if a defendant wants to pay weekly?

### **Answer:**

Payments can occur more often. It's the discretion of the Court.

### **Question:**

If the minimum is \$25.00 the defendant wants to pay \$15.00, are we required to accept the lower amount?

### **Answer:**

It would be at the discretion of the judge. If the defendant is paying \$15.00 accept the money. Issue a receipt and apply the money towards their fine and surcharge.

### **Question:**

When a partial payment is made what is the order of fine, fee, surcharge, and State fees paid off in?

### **Answer:**

It's the discretion of the court.

### **Question:**

Will the update automatically see the State fee due and disperse it?

### **Answer:**

Payments are still going to be entered in the same fashion as they are now. Any State fees paid still need to be recorded through the State Fees button, and then select which State fee you are paying.

**Question:**

How do we go about making partial credit card payments through the CourtRoom Program?

**Answer:**

It depends what vendor you're using. If you are using integrated (you have the "Accept Card" button) nCourt credit card readers, they can only take payments in full. You can contact nCourt and they can install the credit card reader non-integrated, which would allow for partial payments. The other credit card vendors already allow for partial payments.

**Question:**

Can partial payments be made online at nCourt?

**Answer:**

No, only payments in full. Unless you decide to not use nCourt integrated with the program, then partial payments can occur.

**Question:**

Can payments be called into nCourt?

**Answer:**

No, payments should NOT be called into nCourt.

**Question:**

Can you download payments into the CourtRoom Program when using a non-integrated for online payments?

**Answer:**

No, you would be manually entering in the payment data.

**Question:**

Does nCourt collect scoff fees anymore?

**Answer:**

Currently the only State fee that we send online is the DNA fee. The ability to send all state fees, including scoff lift fee, will be released in a later version of the CourtRoom Program.

## Scoffs/Scoff CAP:

### **Question:**

Can we scoff for non-payment?

### **Answer:**

No, you cannot scoff for failure to pay. That was taken away by legislation last year.

### **Question:**

Does the CourtRoom Program know when to charge a Scoff Lift Fee since DMV gives them 30 days to respond to a failure to appear?

### **Answer:**

You should run a drivers abstract to confirm the defendant was scoffed by DMV

### **Question:**

What is the scofflaw procedure in the CourtRoom Program?

### **Answer:**

The procedure of indicating when a Scoff Lift Fee is owed would be to:

1. Enter a **'Scoff Sent to DMV'** Action Code when the case is sent to DMV as Scoffed FTA.
2. Add the **'Scofflawed'** Action Code once you confirm the defendant is scofflawed by running the defendant's driver abstract to see if the defendant was actually scoffed.
3. Adding the **'Scofflawed'** Action Code will change the State Fees button **red** indicating the Scoff Lift Fee is owed.

Don't delete or update the **'Scoff Sent to DMV'** Action Code from the adjournment history. You'll want to keep the **'Scoff Sent to DMV'** Action Code as part of the case's history.

The method of having the program go by the **Scoff Fee Delay** that is set in the **Edit Judge Data** setup screen is also an option.

**Utility, Edit Databases, Judges** select the **Court Numbers/Times/Clerk** tab to see if you are setup this way. In this example the **State Fees** button would turn **red** on the 38<sup>th</sup> day after entering in the DMV Scoffed FTA.

1234567890K

03:00PM

03:00PM

03:00PM

Sally Smith

Attorney, Mr

37 Days

1. Enter a **'Scoff Sent to DMV'** Action Code when the case is sent to DMV as Scoffed FTA.
2. After the allotted time has passed the **State Fees** button will turn **red**. This is alerting you to run the defendant's driver abstract to see if the defendant was actually scoffed.
3. Add the **'Scofflawed'** Action Code once you confirm the defendant is scofflawed.

In the past if the **'Scofflawed'** Action Code was entered prior to the scoff going into effect and if the scoff never went into effect, the Action Code within the adjournment history should be corrected to reflect **'Scoff Sent to DMV'** not **'Scofflawed'**. This will prevent the suspension lift fee from populating in the State Fees line for that record.

**Question:**



A motorist has two dockets with the Court and is suspended on both dockets for fail to answer. One docket has nine charges and the other has two. If the motorist sends a written plea for both dockets on the same day and pays the \$400.00 cap that we applied to the one docket with nine charges. The docket with the two charges we suspend again in the future for failure to appear on a court date. Can we collect suspension fees on the docket with two charges?

**Answer:**

SLF Clear Event occurs once a defendant triggers the \$400 suspension lift fee cap and either pays \$400 or enters into an installment payment plan, the court must clear all suspension lift fees owed by that defendant on all dockets within that court. The court will need to add the **'Scoff Lift Cap'** action code to any cases which have a SLF due if they are 'covered' by the maximum SLF payment made on another case pending in that court.

The SLF Clear Event only applies to **'Scofflawed'** Action Codes with a date equal to or prior to the SLF Clear event. Any **'Scofflawed'** Action Codes entered after the SLF Clear Event are not cleared.

**Question:**

Is the scoff lift fee included in the civil judgment?

**Answer:**

No, the scoff fee is not included in a civil judgment.

**Question:**

What happens when a defendant gets scoffed multiple times on the same case?

**Answer:**

To determine the current SLF Due, the program will iterate through all **'Scofflawed'** Action Codes and all **'Scoff Lift Cap'** or **'~SLC~'** events on a single case. For each **'Scofflawed'** Action Code that doesn't have a **'Scoff Lift Cap'** or **'~SLC~'** on or after that date, the SLF due will be incremented by \$35/\$70 multiplied by the number of Scoffable charges.

**Question:**

If a scoff is lifted and they don't pay the scoff lift fee and then are resuspended, they would owe \$140.00 for one ticket.

**Answer:**

Yes, that's correct.

**Question:**

What about the 30 days before scoff in effect. Then there is no fee due yet, right?

**Answer:**

Correct. You would run the DMV abstract to make sure that the defendant is scofflawed.

**Question:**

Is the max scoff fee per case or per person?

**Answer:**

It's per defendant, within your Court, on all current open pending cases. If they reach the scoff lift cap, and then they get new charges, it doesn't apply to the new charges. A defendant has multiple cases and they've all been scoffed or adjudicated, and they meet the \$400.00 cap, that's going to clear the scoffs for all those current cases. Any new case would be eligible to be scoffed again.

**Question:**

Can we override the State Fee button?

**Answer:**

You can, the program is not going to know how much is due. Within the State Fees button, there's a default to use State Fee Defaults. If you don't use the State Fee Defaults but indicate that there is a Scoff Lift Fee that's due, the program will alert you that there is something due by changing the State Fees button to red. It has no way of calculating how much is due if you're not using the State Fee Defaults.

**Question:**

If the scoff has been lifted and scoff lift fee is paid, does the scoff lift action code have to be deleted?

**Answer:**

No. The program will see that the scoff was owed and paid. The State Fees button will then change from red back to the default screen color.

**Question:**

Am I able to re-scoff?

**Answer:**

Yes. Enter in another Scofflawed action code once the suspension goes into effect.

**Question:**

Legislation was passed on the \$400.00 cap last year. All cases that were scofflawed in the past, are we looking at those cases as well or is it starting from now the present time?

**Answer:**

The \$400.00 scofflaw cap fee predates 2021 legislation that's been in place for quite some time. The recommendation is just look back to the date the legislation went through changing scoff lift fees. You do not have to go back to the beginning of time.

**Question:**

If the case was previously scofflawed and the defendant paid the scoff lift fee, will it still calculate the fee based on the past action of scofflawed?

**Answer:**

Yes it would. The program can now see that they did have a scofflawed action code, but it will also see that they've made that payment within the program. The red State Fees button would go back to the default screen color after they've made all their payments towards the scoff lift fees.

**Question:**

If a defendant has six tickets and suspended on each, wouldn't we cap that at \$400.00 to lift the suspensions and then if they pay the \$400.00 and still fail to appear and we put them back into suspension after the required time frame to do so, are we not allowed to collect the \$400.00 again, since they paid it already?

**Answer:**

The answer to that question is yes. The Court would not collect any additional lift fees on those tickets because the 400.00 cap has been reached. The defendant would still be eligible to be suspended for failing to appear. There would not be a lift fee collected by the Court when that suspension is later lifted when they appear on the tickets. For cases filed after that date when the cap was reached, the cap starts again on those new cases. But any case that was pending at the time that the cap was reached, are already considered capped out. Any new cases that are filed after the \$400.00 has been reached, the cap will begin again. The scoff cap is \$400.00 whether the defendant has one case or four cases pending.

**Question:**

If they have reached the \$400.00 max, what is the action code that should be on the case and do we enter it on every case?

**Answer:**

Enter in the action code for '**Scoff Lift CAP**' or '**~SLC~**' and enter either action code on any open pending case(s) that are eligible for the CAP for that defendant.

**Question:**

The State Fees button. When it's red, they owe State Fees right?

**Answer:**

The State Fees button will turn red if the program detects State fees are owed. For instance, if it's a DNA eligible charge or there is a scofflawed action code. If you feel that there are no State fees that are due on a case, you can go into the State Fees Setup Dialog and select No and that will change the State Fees button from red back to the default screen color. Once the State fees have been paid in full the State Fees button will change to the default screen color and you don't have to go in and check No on the State Fees Dialog screen.

**Question:**

If there is one Scoffable charge on a case, why is the fee \$140.00 instead of \$70.00?

**Answer:**

Perhaps the case has two Scofflawed action codes because they were scoffed twice for failure to appear. The program is calculating the amount due for the scoff lift fee based on how many Scofflawed action codes you have and how many charges are on a case. If the defendant wasn't actually Scofflawed, you would not want two Scofflawed action codes in the history. If you need to correct the Court Day record, on the case go to **Modify Case, Case Modification, Edit Court Day Record** and correct the Scofflawed action code to '**Scoff Sent to DMV**', because it never really went into effect, now the case will correctly display the \$70 due for the scoff lift fee.

**Question:**

If there are four tickets but scoffed on three, it'll show \$280 instead of \$210.00?

**Answer:**

There is the option of not using State Fee Defaults. Not using the State Fee Defaults, the program cannot calculate how much is due for State Fees, but with

the updated Letter Head #5, when the fine notice is printed it will prompt for the additional state fees. If they are owed the amount can be filled in and it will print on the letter.

**Question:**

We scoff in VPass, not in Edit DMV Data, will this make a difference?

**Answer:**

No. You can continue to do it that way. You'll want to use your action code for **'Scoff Sent to DMV'** and then apply the **'Scofflawed'** action code once the scoff goes into effect.

Civil Judgments:

**General Civil Judgment Information:**

One question that came up in all the other Q&A's was in regards to Civil Judgments because they are occurring more and more often now. If a case converts to a Civil Judgment and there's a scoff lift fee that's due, that is not included in the Civil Judgment total. All other State fees would be eligible. It's just the scoff lift fee that is not.

**Statement by a Court:**

I have a judge sign an order that states they must pay their overdue fine or appear in court with a court date and mail it to them. It's like a step between a fine notice and a civil judgment. I find roughly half of the people who are overdue will make a payment or at least call the court if they receive it. If I don't get a response to that, then we use civil judgment.

**Question:**

Can a civil judgment affect their credit score?

**Answer:**

Absolutely. If it's filed properly. What usually happens, you take the civil judgment and hand it to the DA's office. They file it in the County Clerk's office, that becomes a lien against the defendant and their property. That judgment is good for a 20 year period. It's a lien judgment for 10 years. It could take some time for people to catch up on the fact that there's a civil judgment pending against them through the County Clerk's office.

**Question:**

Wasn't there something in the law about missing three payments before we can do a civil judgment?

**Answer:**

It's a 90 day period so if you consider that three payments then that's what it is. The law says 90 days must go by since the last payment made before civil judgment could be issued.

**Question:**

Where the civil judgment is over 20 years, then what do we do with the ticket?

**Answer:**

I don't know that you do anything with the ticket. It's a civil judgment. You know again, the date begins when the civil judgment is filed. So here with a 20 year old ticket, and then you reduce it down to a civil judgment after 20 years, the lien itself is good for 20 years. I guess it just stays in a drawer if you want to do that unless there's a motion under coram nobis to dispose of the case.

**Question:**

Cases from over 20 years ago with past due fines, do they get the payment plan or do they all get civil judgments and how far back in the past due fines should we go for these plans?

**Answer:**

The law affected here involves convictions going forward. So, I don't know that they have to reach back. The law seems to suggest convictions going forward.

**Question:**

Are there instructions available for filing of a civil judgment?

**Answer:**

**OJCS:** We have forms on our website you can use for purposes of civil judgment. You go to our website. You'll find them under fines. There's an A to Z index for the Resource Center website under Fines. It's a matter of just filling out that form, getting it to your District Attorney's office, and they will file it in the County Clerk's office on your behalf.

**CourtRoom Program:** Yes, there is one available in CourtRoom Program to be imported from the remote letter list at the website.

**Further Statement:**

Within the CourtRoom Program you would be closing the case with a disposition code of '**Civil Judgment Filed**' and leaving the amount due on the case and that would appear on the month end report.

**Question:**

Is a civil judgment at the discretion of the judge?

**Answer:**

**OJCS:** Absolutely. Discretion of the Court.

**Question:**

I was told several years ago that the DA in my county does not file civil judgments.

**Answer:**

**OJCS:** He's wrong. The law, it is under Criminal Procedure Law section 420.10 subsection 6. It's very clear that civil judgments entered on behalf of the Court by the DA's office. It's a Court order. It's directing the DA's office to do just that. He or She has to abide by it.

**Question:**

We've been told in the 6<sup>th</sup> District that the fines that we put on cases and the surcharges are allowed to be forwarded for civil judgment. However, the scoff lift fee is not allowable for the civil judgment. Can you clarify?

**Answer:**

Scofflaw fees aren't going to be included in the civil judgment.

**Question:**

Can we have the date that law went into effect?

**Answer:**

**OJCS:** June 29, 2021, section 1802 of the Vehicle and Traffic Law and the effective date is June 29, 2021.

**Question:**

Can you please clarify what civil judgment covers? Was told it only covers the county you are in, not per se, another state that driver is from.

**Answer:**

**OJCS:** Well, if you're talking about when the civil judgment is filed with the County Clerk's office, it's depending on the circumstances. It's statewide. And depending on that, the state it could be. It could have an impact on him in other states as well. So, yeah, it's not limited to, even though it's just filed in your county. The lien could extend beyond your county as well, like any other judgment. It's a docket right now. So, yeah, I mean, it again it's not limited to your county per se. It is still a civil judgment and could impact their ability to sell, buy and certainly, sell real property in your county or any other county because the banks are not going to accept a lien against the real property they may have here or any other place. So, yes, that's a civil judgment. That's what it is, no different than any other civil judgment out there right now.

**Question:**

If converted to civil judgment, do you have to delete the Payment Plan or can you simply leave it as is and change the disposition code to Civil Judgment?

**Answer:**

You wouldn't have to remove the Payment Plan. Just close out the case with the disposition code of Civil Judgment Filed and your action code #099 and leave the money showing owed.



**Question:**

We can't include scoff fees in civil judgments, what about State fees like DNA or SORA?

**Answer:**

**OJCS:** Those would be included in the civil judgment. Section 420.35 of the Criminal Procedure Law. So yes they would be included.

**Question:**

Do we have to continue to send notices for 90 days before we convert?

**Answer:**

**OJCS:** The question is to let them know that they missed the payment. That statute does not require it. It's going to be up to your Court and up to your judge as to how many notices the Court wants to give.

**Question:**

Could we have a Civil Judgment course?

**Answer:**

**OJCS:** There actually is significant coverage of civil judgments and this topic of scofflaw fees, as part of the Court Clerks Updates 2022 course. Which is available on My CCE, so I believe that a lot of these questions and a lot of the interest in civil judgments and in the installment, payment plans and scofflaw fees, as part of the questions that are being asked to the attorneys in the Q&A's. You have training that covers this. I highly encourage all the clerks to watch the Updates 2022 program because I think it's really going to address some of the hot topics that you are interested in and for judges on the line, that course is available as an elective in My CJE and the catalog and you have access to it as well.

**Question:**

Is a Payment Plan required prior to a Civil Judgment?

**Answer:**

**OJCS:** No. A Payment Plan is not required prior to a Civil Judgment. The judge can order that a civil judgment be affected for the fine and surcharge due on any case. At conviction, sentencing or after. When you have a payment plan in place, that's when there's a 90 day waiting period before civil judgment may be entered. When there's missed payments.

**Question:**

If a defendant misses a payment, does it nullify the Payment Plan and how to handle that?

**Answer:**

**OJCS:** If a defendant misses one payment it doesn't nullify the Payment Plan. The Payment Plan will stay in effect. If there are 90 days of missed payments, which basically works out to be three months, three missed payments, then the judge can convert the amount due, fine and surcharge, not scoff lift fee, but can convert the fine and surcharge to a civil judgment. The judge can order the civil judgment docketed against the defendant. When there's a Payment Plan, the Court has to wait the 90 days of missed payments in order to then do the civil judgment. The Payment Plan is technically still in effect. But there is, there is that point the civil judgment that's been entered.

### Payment Plans:

**Question:**

How are Courts implementing a payment plan with past due fines from years past or making payments on a case in past years?

**Answer:**

It would be the same process. Go to the notes section, touch the F6 key to implement a Payment Plan so that now you have the green **P** indicator on the case. You just enter in the original information from when the payment plan went into effect. A payment plan can be established at any point on a case when there is money due.

**Question:**

Can you go over when you would remove a Payment Plan.

**Answer:**

You can implement, amend, or remove a Payment Plan on any screen that has the Notes section. To remove it, in the Notes section, touch the F6 key and select to Remove Plan, there will then be a prompt asking, Are You Sure select Yes and it'll enter in text in the Notes section, the date and the user who removed the plan.

Going back to the information screen, the green **P** indicator will be gone. If you go into the Notes section and just delete the information, it won't remove the Payment Plan, it will still show active on the case.

Amending a Payment Plan. Perhaps the installment amount needs to be increased or decreased. In the Notes section, touch the F6 key and enter in the first payment date, and then change the payment amount, maybe they can pay \$55.00 now, and then select the look up key for the final payment date and then click on Amend the corresponding information will then fill into the Notes section.

**Question:**

Why would a Payment Plan ever be removed?

**Answer:**

That's a great question. We added the functionality to implement so we also added the functionality to discontinue.

**Question:**

Do you have to remove a Payment Plan option once the fine is paid in full or does that happen automatically?

**Answer:**

No, you wouldn't want to remove it after it was paid, you would want to keep that history with the case.

**Question:**

What about Payment Plans for defendants who have multiple open cases? Do you make one for each case or is there a way to combine them?

**Answer:**

It would be one for each case, unless you merged the cases, but that might not always be appropriate.

**Question:**

For cases we are already doing payment plans on, do we have to go in and reenter all the payments?

**Answer:**

No. If they've been making partial payments all along, you wouldn't want to touch those checkbook records.

**Question:**

Can the Payment Plan be changed from monthly to weekly?

**Answer:**

Yes, it's the discretion of the court.

**Question:**

How about payments for Payment Plans. Are they going up to nCourt?

**Answer:**

Yes. That information would be updated to nCourt. But they can only make payments in full online, unless it's decided to not use nCourt integrated then partial online payments could occur.

**Question:**

For the Payment Plans can we go lower than \$25.00 each month?

**Answer:**

Yes, it's the discretion of the court.

**Question:**

Is this showing as just a regular payment in the monthly report or is a separate report now required to the State for those on Payment Plans?

**Answer:**

You will use the same month end report that you've always used. How payments are entered hasn't changed at all. In the Fine/Fee Payment screen, you still enter Amount Paid as fines and surcharges paid and if you were accepting payment for any State Fees those still get entered in through State Fees.

Miscellaneous:

**Question:**

We used to be able to hit Control S for the new case to pop up in the program and now I don't know if it's just us but when we hit it, it comes up with this payment plan. Is there a new shortcut to remove the case that you're in and just populate the new search field?

**Answer:**

Just touch the letter S, not Control S.

**Speed Keys:**

For the Short Cut Keys, are you looking for Speed Keys in general? There's a document for that on the website, nycourts.us and then select Help Options on the left, there is a section about Speed Keys [Speed Keys \(nycourts.us\)](https://nycourts.us/speed-keys).

**Question:**

If a payment plan is enacted and after making one payment several months go by without payment to the Court, the Court sends a notice to appear. If the defendant fails to appear subject to that notice, can we then scoff?

**Answer:**

**OJCS:** No. You cannot use non-appearance for purposes of a scoff and no payment. If the basis for this scoff is inherently having to do with the fact that the person did not pay a fine. The substance of the whole matter is the fact that the fine is not being paid. You can't use it for non-appearance to try to collect or force a payment under these circumstances.

**Question:**

Are we allowed to file warrants on VTL charges, ie: AUO-3<sup>rd</sup>?

**Answer:**

**OJCS:** AUO-3<sup>rd</sup> is a misdemeanor be careful in terms of how you handle this matter because, the intent is to issue an arrest warrant on a VTL charge. Remember, you have to have a long form charging document to do with the case pending before your Court and they failed to appear, or it's already been arraigned, then a bench warrant is possible. Be careful in terms of this long form charging document when it comes to an arrest on an AUO-3<sup>rd</sup> or any other misdemeanor VTL charge because you cannot under the new ethics rules ask either the officer or the DA to provide you one in order to accomplish that. You can mention it in passing I suppose. We can't mandate they give it to you before the arrest warrant is issued.

**Question:**

What is SORA?

**Answer:**

Sex Offense Registration Act. That's what SORA stands for.

**Question:**

Will there be a direction sheet to do all these updates?

**Answer:**

There's a Quick Start Guide that will be available on the website also when you first launch the program. We there will be a link there as well. The program will give you the option to view the Quick Start Guide which will walk you through the necessary updates of the program, letters and forms. There are training videos and a State Fee and Payment Plan Guide already on the website ready for review.

[CourtRoom Program State Fees and Payment Plans \(nycourts.us\)](https://nycourts.us/CourtRoomProgramStateFeesandPaymentPlans)

**Question:**

Is there a way we can have notes shown on the main screen all the time?

**Answer:**

The default is to show the charge information. But you can select the Notes button at any time to see what the notes are on the case. If there are notes then the Notepad icon becomes visible, and if there is a Payment Plan then you'll have the green **P** indicator indicating that there is a Payment Plan.

**Question:**

What is the date that we go back to when capping scoff lift fees?

**Answer:**

**OJCS:** June 29, 2021. That's the date that the changes to the Vehicle and Traffic Law entering in the installment plans and changing the failure to pay scoffs, were lifted with no payment due.

**General Payment Information:**

Even with these new changes for the State fees and indicating how much is still owed, the method of paying for fines and surcharges and State fees that remains the same. The method of paying the State Fees remains the same – money collected must be entered through the State Fees button in either the Fine/Fee Payment screen or by going to Modify Case and selecting State Fees, this has not changed.

**Help Information in the CourtRoom Program:**

If you haven't seen other Training Videos or Help Documents, under Help, and then Website Links, and then Unified Court System CourtRoom Program Website.

Right on the front page we have a Getting Started Guide. We have Training Videos, if you click here for Videos and then a full Written Guide also available just as reference for anybody who needs it. There are many other Help Documents under Help Options.

### **How to Change/Add Action Code:**

Create a New **Action Code** to read '**Scoff Lift Cap**'

- **Utility, Edit Databases, Action/Status Codes**
- Select **New**
- Select **Yes** to add a new Action Code
- Enter in a new Action Code number that is not currently being used
- In the **Code\_Text** field enter in to read '**Scoff Lift Cap**' or '~SLC~'
- Select **Save** and **Exit**

Create a New **Action Code** to read '**Scoff Sent to DMV**'

- **Utility, Edit Databases, Action/Status Codes**
- Select **New**
- Select **Yes** to add a new Action Code
- Enter in a new Action Code number that is not currently being used
- In the **Code\_Text** field enter in to read '**Scoff Sent to DMV**'
- Select **Save** and **Exit**

Updating the current Scofflaw **Action Code** to read '**Scofflawed**'

- **Utility, Edit Databases, Action/Status Codes**
- Select **Find**
- Enter in the **Action Code** number for Scofflaw
- In the **Code\_Text** field update the text to read '**Scofflawed**'
- Select **Save** and **Exit**

## How to Update Letters/Forms:

**Payment Plan Agreement** letter available that can be imported

- **Utility, Edit Databases, Form Letters**
- Select **New** at the top
- Select **Yes** to add a new letter
- At the bottom select **Import**
- Select **Search UCS Website for letters**
- In the **Seek** field enter in **Payment** – in the list below select **Payment\_Plan\_Agreement.LTR**
- Above the name of the letter is the letter number assigned. This number is needed when printing the letter when the payment plan is being established.

Also available are new **Receipt, Letter Head Style #5** (used for the Fine Notice), and **Payment Due Report**.

If the standard **Receipt** that prints in duplicate is used. *If you have a Star or Epson receipt printer, those have also been updated. Please call the office for assistance if you would like to update your receipt:*

- **Utility, Edit Databases, Forms and Calendars**
- Select **Find** at the top
- In the **Seek** field enter in **620**, select the **Receipt**
- In the bottom right select **Auto Update**
- Select **Save and Exit**

To update **Letter Head Style #5**

- **Utility, Edit Databases, Forms and Calendars**
- Select **Find** at the top
- In the **Seek** field enter in **005**, select the **Letter Head Style #5**
- In the bottom right select **Auto Update**
- Select **Save and Exit**



To import the **Payment Due Report** (if you don't have one listed under **Reports, Financial Reports**)

- **Utility, Edit Databases, Forms and Calendars**
- Select **New** at the top
- Select **Yes** to add a new form
- At the bottom select **Import**
- Select **Search UCS Website for Forms**
- In the **Seek** field enter in **Payment** – in the list below select **Payment\_Due\_Report.FRM**
- Select **Save** and **Exit**

To update the **Payment Due Report** (report is listed under **Reports, Financial Reports**)

- **Utility, Edit Databases, Forms and Calendars**
- Select **Find** at the top
- In the **Seek** field enter in **700** – within the **700's** you will find **Payment Dure Report** – select it from the list
- At the bottom select **Import**
- Select **Search UCS Website for Forms**
- Select **Yes** to overwrite
- In the **Seek** field enter in **Payment** – in the list below select **Payment\_Due\_Report.FRM**
- Select **Save** and **Exit**