

Getting Started with CourtRoom Program State Fees and Payment Plans

The CourtRoom Program has been updated to track State Fees and Payment Plans on individual cases. The users can indicate which State Fees are on a case as well as create and manage Payment Plans.

Required Setup:

The first thing to do after updating to version 01.22.03C is to update the following Letters, Forms, and Action Codes:

- **PAYMENT_PLAN_AGREEMENT.LTR**

This is the letter used when setting up a payment plan.

This letter should be updated to the newest version by going to Utility->Edit Databases->Forms Letters. It can be found in the remote letter list as: PAYMENT_PLAN_AGREEMENT.LTR

- **FINE NOTICE**

- **FINE_NOTICE.LTR** – Standard fine notice.

- **FINE_NOTICE_CREDIT_CARD.LTR** – Standard fine notice for use with credit cards.

- **FORMS & REPORTS**

The following forms and report should be updated to the newest version by going to Utility->Edit Databases->Forms & Calendars.

- **RECEIPTS:** All receipts have been updated. Please update Form 620 with one of the following*: [Show me how!](#)
Please do not update your receipt if you are using a custom receipt instead call CourtRoom Program support for assistance.

- 620.FRM - Standard receipt that prints in duplicate

- RECEIPT_CASH_DRAWER.FRM - Using this receipt 'pops' the cash drawer open

- RECEIPT_EPSON.FRM - Used with the Epson receipt printer

- RECEIPT_HALF.FRM - Same as 620.FRM but doesn't print in duplicate

- RECEIPT_STAR.FRM - Used with the Star receipt printer

- **LH_005.FRM** - Used by the Fine Notice letter. [Show me how!](#)

- **625.FRM** - Voided receipt, used only by Secure Courts.

- **PAYMENT_DUE_REPORT.FRM** - Financial report showing cases with money due. [Show me how!](#)

- **ACTION CODE UPDATES**

The following action codes need to be updated and/or added for scoff lift fees to be calculated. [Show me how!](#)

- **SCOFFLAWED**

- Update any Scoff for failure to appear action codes to contain the word 'SCOFFLAWED' (not case sensitive)

Any action code that contains the word 'SCOFFLAWED' (not case sensitive) will indicate a single *Failure to Appear* for all scoff eligible charges on a case. The date of the Action Code should be the same date the defendant was Scofflawed.

- Update any non-scoff for failure to appear action code so they do not contain the word 'SCOFFLAWED' (not case sensitive)

Make sure none of the court's action codes have the word 'SCOFFLAWED' in them, unless that action code is meant to indicate the defendant has been Scoffed for *Failure to Appear*. **Existing Failure to Pay action codes must NOT contain the word 'SCOFFLAWED'**

- Note: The program looks at all Action Codes in a case's history, not just the current Action Code. If there are three Action Codes in a case's history with the word 'SCOFFLAWED' in them, that indicates the program that the defendant was Scoffed three separate times.

- **"SCOFF LIFT CAP" OR "~SLC~"**

Add new **"Scoff Lift CAP"** OR **"~SLC~"** Action Codes (not case sensitive)

New action codes ('~SLC~' or 'Scoff Lift CAP') are recognized by the CourtRoom Program. These codes indicate to the program that the Scoff Lift Cap of \$400 was met for a case (through a combination of payments on that case and other eligible cases). Once the action code has been added to a case, the Scoff Lift Fee Due for that case will be permanently set to \$0.

- For more on how scofflaws are entered and how to apply a Scoff Lift CAP action code in the CourtRoom Program, please watch [How To Scofflaw in CourtRoom Program](#)

TRAINING VIDEOS AND DOCUMENTATION: We have put together a series of training videos and guides to help you learn about the new features added to the CourtRoom Program.

- To view the training videos specific to State Fees and Payment Plans: [Click here](#)
- To view the State Fees and Payment plan PDF: [Click here](#)
- To view the video on generating a Payment Due Report: [Click Here](#)