CourtRoom Program
State Fees and Payment Plans

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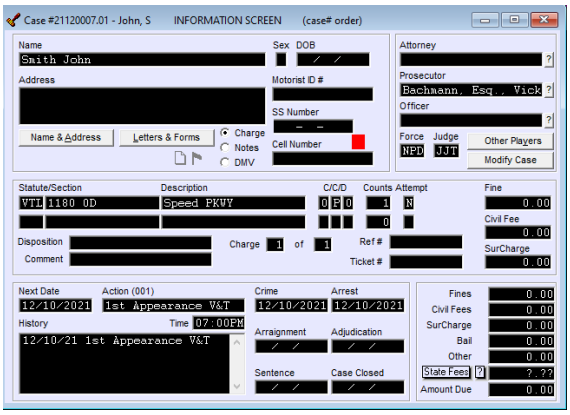
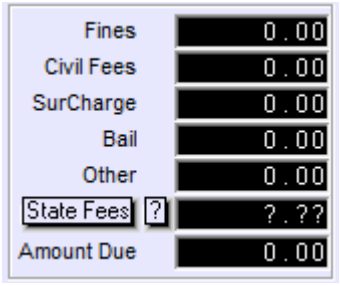
The CourtRoom Program has support for tracking and handling State Fees and Payment Plans (Must use Version 1.22.03C or later).

State Fees

The case information screen has been enhanced to show State Fee information.





The screen now has:

1. A State Fee Button

Clicking this button will allow the user the option to definitively indicate whether specific State Fees are due on a case. This button will turn RED to indicate that:
    - State Fees may be on the case. If the program detects State Fees may be on the case, and the State Fee Status is set to "???", the button will be RED.
    - State Fees are on the case and have not been paid yet. If the user sets the State Fee Status to "Yes" and indicates that one or more State Fees are on a case, the button will turn RED until all indicated State Fees are paid off.
        i. Note: If State Fee Defaults are off for the case or the court, the button will stay RED even after the State Fees are paid off.
2. A State Fee Info Button

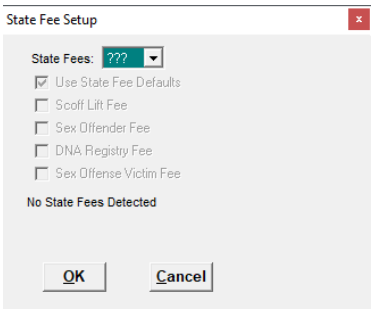
Clicking this button will give the user detailed information about indicated and possible State Fees on the case.
3. A State Fee Due Field

: This field displays the total money due for all State Fees indicated on the case.
    - This number is included in the Amount Due field.
    - This field will contain question marks if:
        i. The user hasn't selected Yes or No to indicates the existence of State Fees.
        ii. State Fees exist on a case however the case is not using the State Fee Defaults.
        iii. The case is using State Fee Defaults and the program detected a payment on a state fee and that fee was not indicated on the State Fee Setup Dialog.

Please note that the **Amount Due** label will no longer change to **Fees Due** when the program detects a State Fee is owed. The new **Fees Due** button will change to RED when there are State Fees owed.

State Fee Setup Dialog

Clicking the **State Fee** Button will open the **State Fees** screen.
Use this screen to indicate which specific State Fees are on a case (if any) as well as if the case uses the State Fee defaults for those specific State Fees.



The State Fees Status drop down has three options:

1. **???** – This status shows that the user has not specified if State Fees exist on a case.
    - This is the starting state for all cases.
    - While in this state, the State Fee Button will turn RED if the CourtRoom Program detects possible State Fees on the case.
2. **Yes** – Selecting this status indicates that there is at least one State Fee on the case. Once this status is selected the State Fee checkboxes will become selectable.

    - **Use State Fee Defaults** enables the CourtRoom Program to fully calculate the Fee, Paid to Date, and Balance Due amounts for each selected State Fee. It should only be unchecked if the case will require non-standard amounts of money to be paid for the selected State Fees. The **Use State Fee Defaults** checkbox will be checked by default upon first switching to Yes.

    Note: The user cannot select Yes without also selecting one of the four State Fees.

3. **No** – This status shows that there are definitivly no State Fees.

The State Fees screen will show information about fees in BLACK and RED. Black text is used to show the selected State Fee information. Text will be **RED** for the following reasons:

1. State Fee is *not* selected but, CourtRoom Program detects a possible State Fee.
2. The CourtRoom Program detected a State Fee payment, and the applicable State Fee is not checked.
3. If the specific State Fee was already applied to the case and then removed. For example, the user unchecks a State Fee that had previously been selected and saved. This is a safeguard to alert the user they are removing a State Fee from a case.

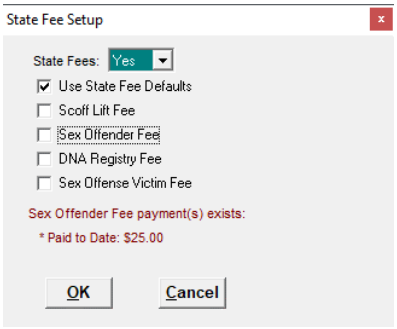
Detected Possible State Fees on the State Fee Setup Dialog

As stated above, State Fees are detected if the program detects a possible State Fee and/or detects a payment on a State Fee.

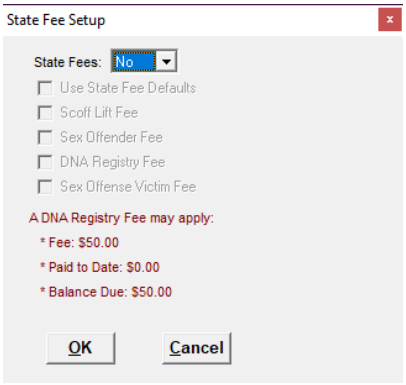
State Fees "may apply" for the following:

1. **Scoff:**
   Scoff Lift Fee "may apply" if the following is true on a case:
   - There are **SCOFFLAWED** action codes in the case history. **SCOFFLAWED** text should exist in **failure to appear** scoff action codes.
   - The CourtRoom Program determines the defendant still owes a Scoff Lift Fee.
   - There are currently 1 or more charges that were reported to DMV as Scofflaw and it is more than 38 days (or the number of days defined in the **Scoff Delay)**
2. **DNA:** Checks to see if at least one of the charges on the case requires a DNA fee.
3. **Note:** The program cannot detect **Sex Offender Fee** and **Sex Offense Victim Fees**.

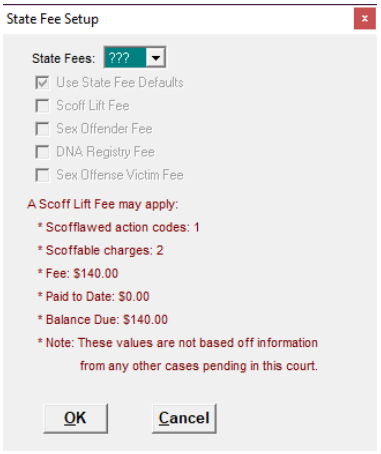
State Fee "Payment Exists" check is performed for all State Fees. This check supersedes the "may apply" check. For example, if no DNA Fees have been indicated on a case but that case has a DNA eligible charge and there is also a DNA Fee Payment then DNA Payment Exists will be displayed on the State Fees screen.



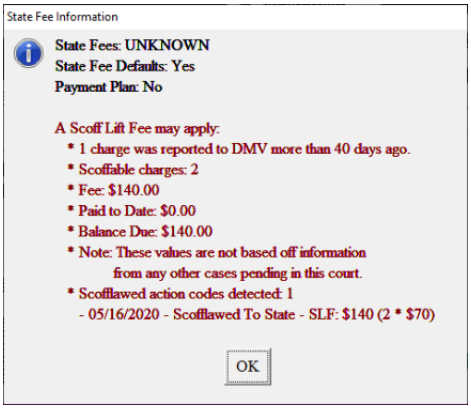
Sex Offender Fee payment(s) exists is in RED because the CRP detected a $25.00 Sex Offender Fee payment, but the **Sex Offender Fee** was unchecked.



A DNA Registry Fee may apply is in RED because the CRP detected a DNA eligible charge on this case, but the user indicated there weren't any State Fees.



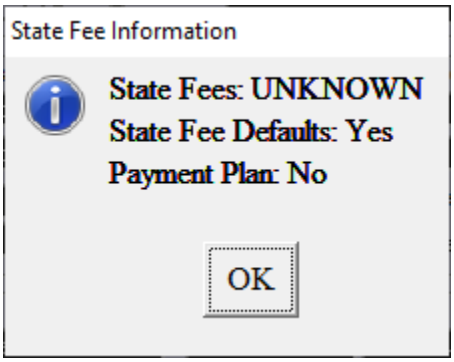
A Scoff Lift Fee may apply is in RED because the CRP detected Scoffable charges and Scofflawed Action Codes on this case, but the user didn't indicate there were any Scoff Lift Fees.



A Scoff Lift Fee may apply is in RED because the CRP detected a charge was reported to DMV more than 40 days ago.

State Fee Information Dialog

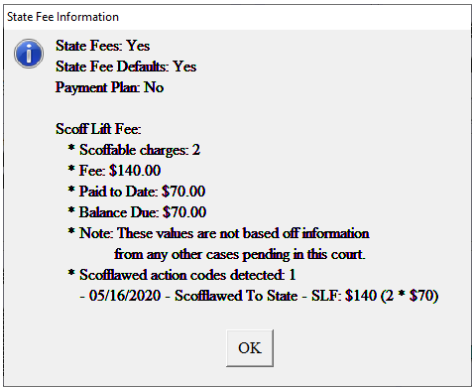
The State Fee Info Button will open the State Fee Information Dialog. It displays all the same information that the State Fee Screen, as well as additional Scoff Lift Fee information. This screen is meant to be used any time the user wants to view the State Fee information without accidently editing the State Fee status.



In this example, the user has not yet indicated State Fees on the case, and there isn't a payment plan.

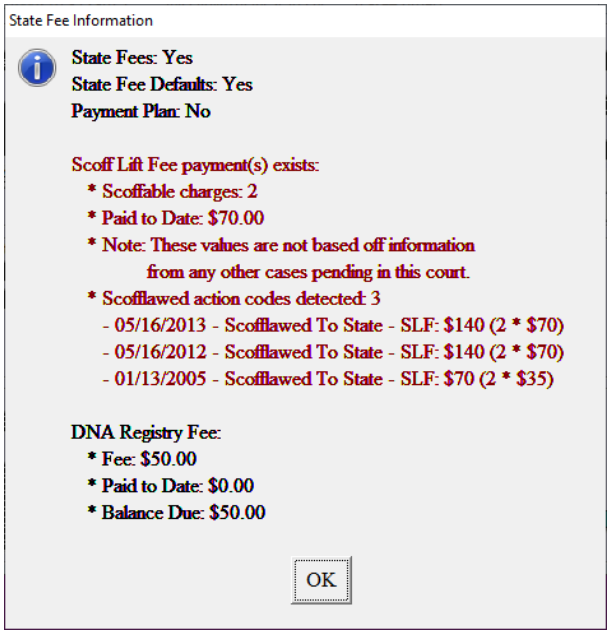
In this example, the user has indicated there are State Fees on this case and that this case uses State Fee Defaults. There isn't a payment plan on the case.

Additionally, there is no Scoff Lift Fee due as it was paid in full.



In this example, the user has indicated there are State Fees on this case and that this case uses State Fee Defaults. There isn't a payment plan on the case.

Additionally, the current Scoff Lift Fee due is $70.00

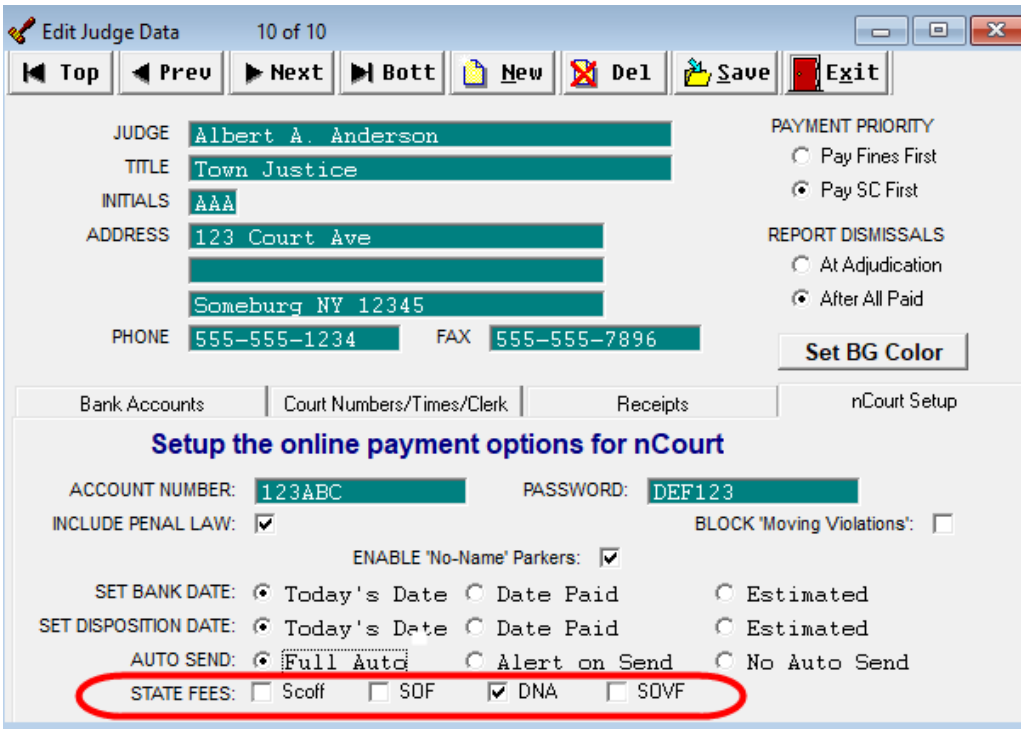


In this example, the user has indicated there are State Fees on this case and that this case uses State Fee Defaults. There isn't a payment plan on the case.

There was a Scoff Lift Fee Payment. This indicates that the program detected the SLF payment, but the user never indicated there were Scoff Lift Fees on the case (ie. Never checked the **Scoff Lift Fee** checkbox on the **State Fees Setup** dialog.

There is a DNA Fee on the case as indicated by the user on the **State Fees Setup** dialog.

To initiate this process, go to **Utility, Edit Databases, Judges** and select the **Next** button until you see the Judge you need to initiate this for, then select the **nCourt Setup** tab.



Online Payment Options for nCourt:

- **Account Number** and **Password**: These are per court they are not judge specific. Therefore, the account number and password can be copied from another judges nCourt setup screen, *(as well as removed from an outgoing judge)*.
- **Include Penal Law**: Check the box if the court wants criminal cases to go to nCourt
- **BLOCK 'Moving Violations'**: Blocks all moving violations – this is used for courts who only want to send Parking tickets from the Parking Program.
- **ENABLE 'No-Name' Parkers:** Used for the Parking program. Will send tickets to nCourt for payment regardless of if there is a name and address on the ticket screen.
- **Set Bank Date:** *(Dates are applied when the payments are imported/applied to the case/ticket)*
    - **Today's Date:** Will print the date the payment is imported into the program.
    - **Date Paid:** Will print the date the payment was made online.
    - **Estimated:** Will print the date the money will be in the judge's account.
- **Set Disposition Date:** *(Disposition date refers to the date the case was closed)*
    - **Today's Date:** Will print the date the payment is imported into the program.
    - **Date Paid:** Will print the date the payment was made online.
    - **Estimated:** Will print the date the money will be in the judge's account.
- **Auto Send:**
    - **Full Auto:** Case information is automatically uploaded to nCourt when the adjudication information is entered. No additional steps required.
    - **Alert on Send:** Will pop-up a message that the case information was uploaded to nCourt when entering in the adjudication information.

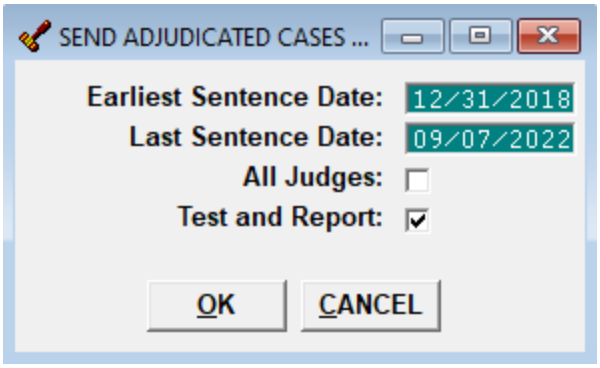
- **No Auto Send:** Nothing is sent to nCourt unless forced by the user. The user would have to right click on the case information screen and select the option to upload to nCourt.

- **NEW State Fees:**
  - **Scoff:** Check to send Scoff Lift Fees
  - **SOF:** Check to send Sex Offense Fees
  - **DNA:** This option is already checked because DNA Fees were previously sent to nCourt.
  - **SOVF:** Check to send Sex Offense Victim Fees

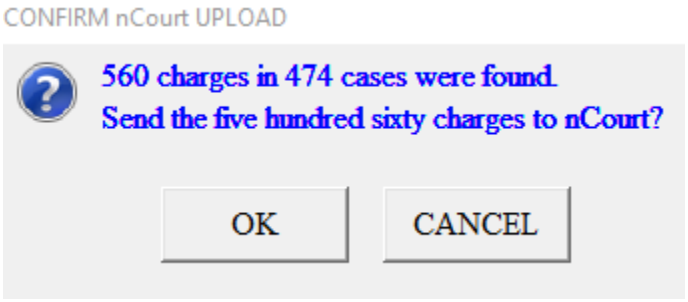
After indicating what State Fees to send for each active Judge select **Save** and **Exit** at the top.

A new upload to nCourt will need to be done if the state fees were updated. To re-upload cases:

- **Utility, nCourt Options, Send Unpaid Cases to nCourt**



- This utility will match to the sentence dates on the court's adjudicated cases. It is recommended to upload at least four years of cases. If uploading for more than one judge, select the box for All Judges. This will then bring up another screen showing the number of cases located for upload.

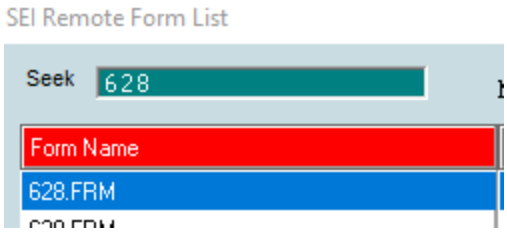


(This number will vary greatly by court and by time frame selected)

- Select Ok to upload cases. Once the upload is complete there will be a report generated showing all the cases sent to nCourt to await payment.

Updating form 628 - nCourt Payment Listing

- **Utility, Edit Databases, Forms & Calendars**
- At the top select **Find**
- In the **Seek** field enter in **628**
- Select the nCourt Payment Listing
- At the bottom select **Import**
- Select **Search UCS Website for forms**
- Select **Yes** to overwrite
- In the **Seek** field enter in **628**



- Select **628.FRM** from the list
- **Save** and **Exit**

Prior to the release of Version 1.22.09C+ the DNA Fee was uploaded to NCourt if the case was both sentenced and the program detected a DNA eligible charge on the case.

Like the DNA Fee all State Fees will **ONLY** upload to nCourt upon sentencing. There **MUST** be a **disposition code** and a **sentence date** as well as the completed State Fee Setup for the case.

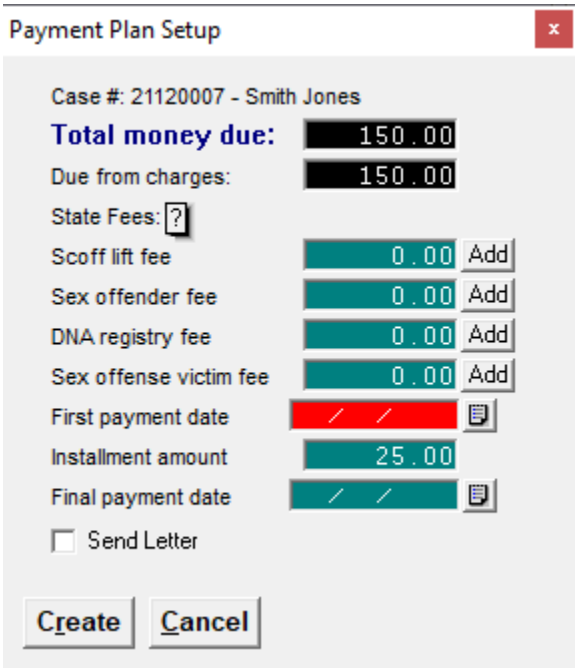
The **ONLY** exception is if the State Fee Setup was not completed (State Fees=???), however the case was sentenced, and the program determined that a DNA eligible charge exists on the case. This was done so clerks did not have to configure the state fee setup for existing cases.

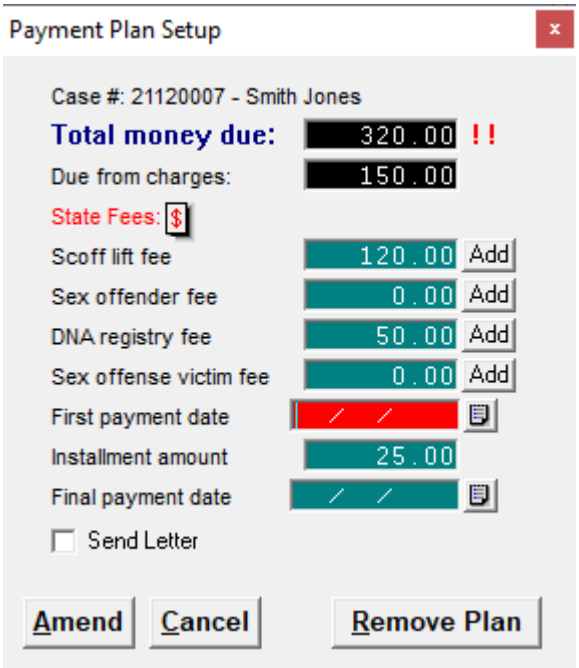
Payment Plans

Adding a Payment Plan (Payment Plan Dialog)

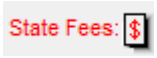
To add a Payment Plan to a case, click on the **Notes** radio button on the Case Information screen and press the F6 key. This will display the **Payment Plan** dialog.

Note: Most Note screens will allow access to the Payment Plan Screen but not all of them.



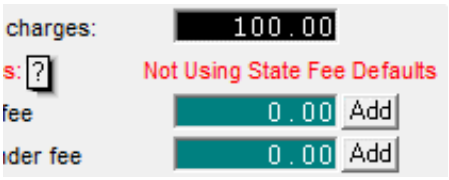


- Total money due: The total money due on a case, including State Fees.
  - If there has already been a payment made on the case, two exclamation marks will show up next to the Total money due. The user can see what payments were already made by hovering over the exclamation marks.
- Due from charges: The total money due on a case, excluding State Fees.
- State Fees: Clicking the "?" will display the State Fee Information screen described above.
  - This button shows the status of state fees.
  - The State Fees text will turn RED if the program detects State Fees exist on the case as described above.
  - The State Fees Information button will change from a "?" to a "$" if there are payments on state fees.



- Specific State Fees: These fields allow the user to enter the amount due for each of the four State Fees. The number can be entered manually, or the user can click the Add button to have the program automatically add the detected amount.
  - The detected amount will be calculated by subtracting the State Fee default value and the amount of money already paid on the State Fee.
    - If the detected amount owed is 0, the add button will set the value to 0.
    - A negative value here indicates the defendant has paid more than the program detects they owed. The user cannot leave the value negative. They must either leave the screen and fix the discrepancy, or enter the amount owed manually. ***Entering an amount manually, which differs from the detected amount owed, will turn off State Fee defaults for the case.***

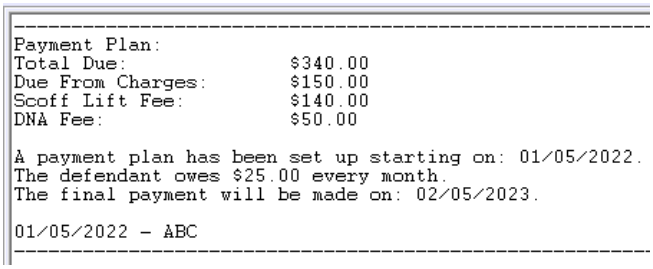
        - Unlike the other three State Fees, Scoff Lift Fee are not set and must be calculated. Please see Scofflaw Logic for more details.
    - The CourtRoom program will not automatically fill in any of these fields by default, unless:
        - There already is a payment on the State Fee.
        - The user indicated that State Fee existed prior to adding the Payment Plan.
    - ***The user can enter any amount for the State Fees, however, if the user enters an amount that differs from the amount the program detects, then the case will no longer be using State Fee Defaults and the screen will display "Not Using State Fee Defaults". Hovering over the "Not Using State Fee Defaults" text will give the user more information about what the defaults should be***.



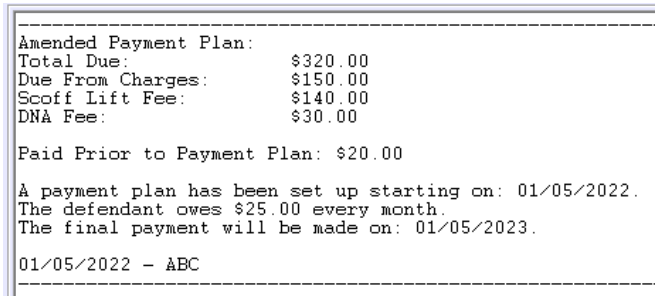
- First payment date: The user should enter the date the defendant will make their first payment. It can be the current day if the user is making the first payment on the same day as they are setting up the Payment plan, a date in the future, or a date in the past if the user is entering a Payment Plan that was created in the past.
- Installment amount: The amount of money the defendant will pay each month. The amount defaults to $25, though the user can change it to any amount greater than 0.
    - This amount should never be less than 25, and the program will warn the user that if they try to set a lower value, but it will let them if they want to.
- Final payment date: The date the defendant will make their final payment. The program will automatically calculate the final date by clicking on the popup button alternatively, the user can manually enter a date.
    - The program will warn the user if the user tries entering a date that the program calculates is too soon for the defendant to make enough payments, but it will let them add it if they want to.
    - The program will not automatically calculate the date without the user's prompting. If the user updates the other information after setting the Final payment date, they may have to have the program automatically calculate the Final payment date again.
    - If the user clicks the popup button, but then clicks "No" when asked if they want the program to calculate it for them, they will then be shown a calendar where they can select a date.
- Send Letter: If this is checked, the Select Letters screen will appear after the user persists the Payment Plan. Enter the letter number for the Payment Plan Agreement Letter, and the program will pass the relevent data to the letter automatically. Generating the Payment Plan Agreement Letter by any other method will require manual entry of the Payment Plan information.
- Create/Amend: Validates all the entered data and displays any errors. If there are no errors then the data is saved, and the payment plan is created.
- Cancel: Closes the screen without saving any new information.
- Remove Payment Plan From Case: This option will only show up if a Payment Plan exists on the case. Selecting this will remove the Payment Plan from the case. Any State Fee information will be remembered and can be edited from the State Fee Screen.

Viewing a Payment Plan (Notes)

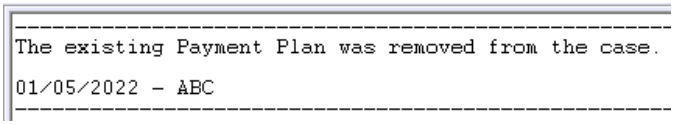
Once the Payment Plan has been created, the program will add the Payment Plan information to the Case's Notes. The Total Due, Due from Charges, State Fees, Installment amount, Final Payment Date, the Date the payment plan was created, and user's initials are saved in the Notes section. The user can refer to this entry at any time. Whenever they user amends or removes a Payment Plan, a new Notes entry will also be created.



Notes when payment plan is added.



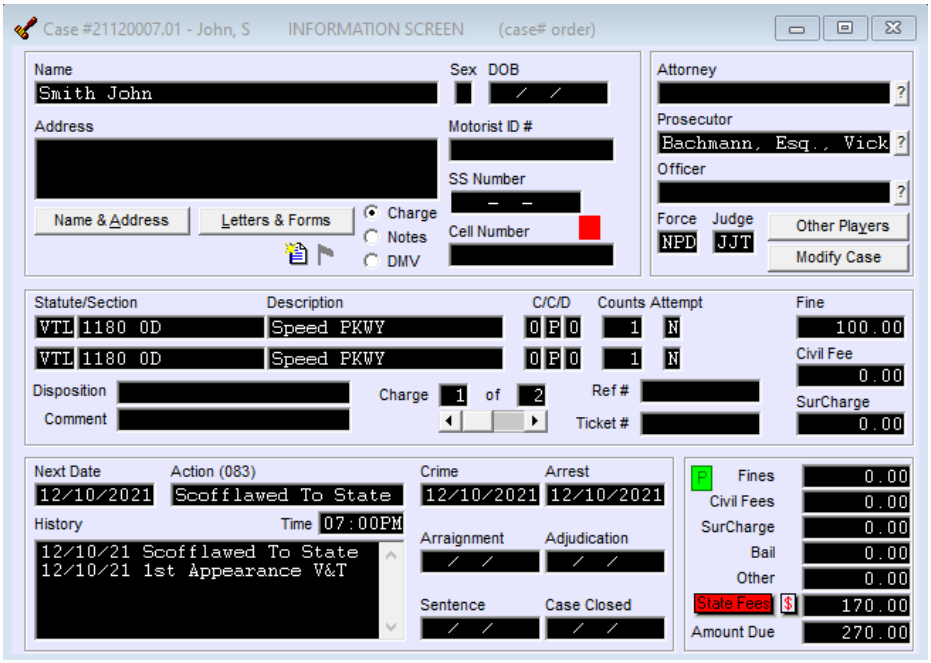
Notes when payment plan is amended.



Notes when Payment plan is removed.

Payment Plan Indicator

If a Payment Plan exists on a case, a Payment Plan indicator will appear on the Case Information Screen, as well as on the Fine/Fee Payment Screen, Plea by Mail Screen, and Disposition Information Screen.



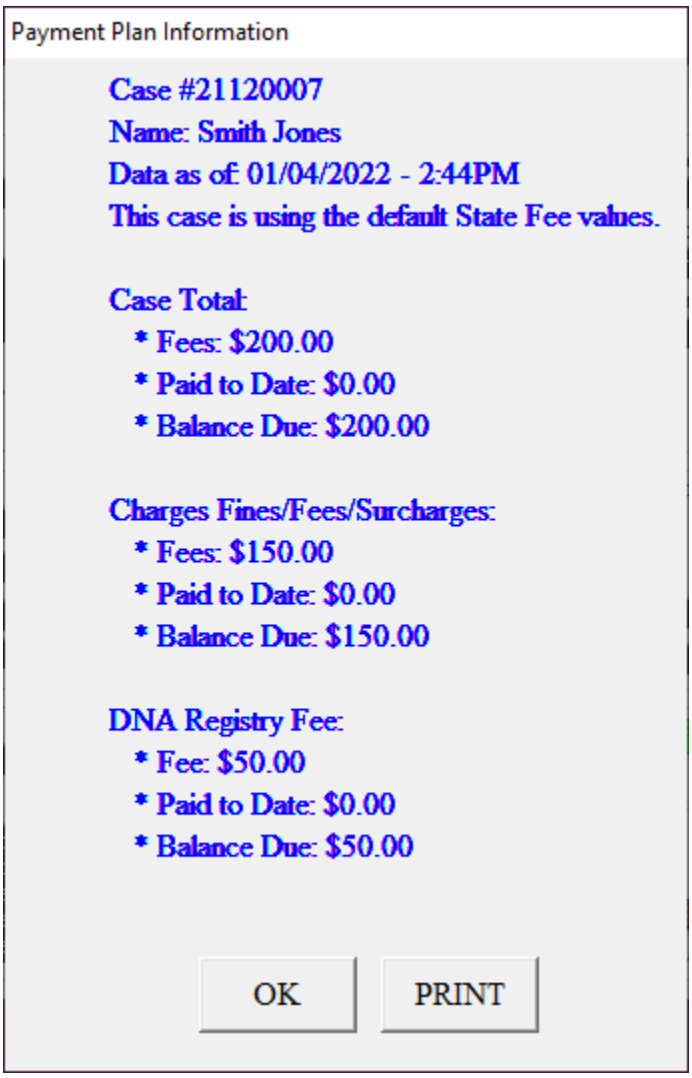
Tracking Next Payment Date

The default way of keeping track of when the next payment is due for a Payment Plan, is for the user to set the case's Next Date to the date of the next payment.

Payment Plan Case Summary Dialog

The user can hover over or click on the indicator to get more information about the current state of the Payment Plan. The user can print this information out by clicking the Print button.

Payment Plan example for a case using State Fee Defaults:



Payment Plan example for a case not using State Fee Defaults:

Scofflaw Logic

Assuming the courts have updated their cases properly, all open cases should only contain "scofflawed" for failure to appear action codes. It is essential that the courts use the word "**Scofflawed**" be in the action code text to indicate that a case has been scofflawed for failure to appear.

Understanding VTL §503(2)(j-1)(i)

This law relates to paying the suspension lift fees and does not apply to any other state fees, fines, or surcharges. This law applies to a single defendant in a single court, not cross courts.

Per OJCS:
"Pursuant to VTL §503(2)(j-1)(i), the court may not impose suspension lift fees that exceed $400. If a defendant owes suspension lift fees that would total more than $400, the amount that the defendant owes should be Capped at $400. Any suspension lift fees previously paid towards that docket should be credited towards the $400 Cap.

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. As the suspension lift fee Cap applies individually to courts, reaching the suspension lift fee Cap in one court does not clear suspension lift fees in other courts."

The maximum Scoff Lift Fees that can be paid on a single case are $400. Payments made on other eligible cases in the same court also apply to this $400. The Scoff Lift Cap for each case is equal to $400 less the Scoff Lift Fee payments made on other eligible cases (**$400 - Scoff Lift Fee payments made on other eligible cases = Scoff Lift Cap**). Eligible cases include any cases in that court which are open when a Scoff Lift Fee payment is received, or a payment plan is started.

It is up to the court to determine which cases are affected when a scoff lift fee payment is made. The CourtRoom Program does not track payments across cases and only tracks payments made on one case.

New action codes ('~SLC~' or 'Scoff Lift Cap') were added to the CourtRoom Program to 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.

Please direct all questions relating to handling of Scoff Lift Fees to OJCS. You may send your questions to ResourceCenter@nycourts.gov, or you may call OJCS at 800-232-0630.

Calculation of Scoff Lift Fee due on a case

Scoff Lift Fee Schedule

Date Range	Scoff Lift Fee Per Scoffable Charge	Scoff Lift Fee Cap per Case* *May be affected by other cases in the same court
07/06/2009-Present	$70.00	$400.00
10/01/2003-07/05/2009	$35.00	$200.00
Prior to 10/01/2003	$0.00	$0.00

Action Codes

To understand how CourtRoom Program will calculate the Scoff Lift Fee due on a case you need to be familiar with the “Scofflawed” action code and the new “Scoff Lift Cap” action codes.

“Scofflawed” Action Codes

The “Scofflawed” action code tells the program that the case has been scofflawed to the state.

In order to be detected by the CourtRoom Program, the scofflawed action code’s text must contain “Scofflawed”

It is imperative that existing failure to pay scoff action codes do NOT contain the word “Scofflawed”

“Scoff Lift Cap” and “~SLC~” Action Codes

These action codes will tell the program that the max Scoff Lift Cap for that case has been reached and the Scoff Lift Fee is satisfied. Once the Scoff Lift Cap action code is detected, Scoff Lift Fees are no longer due on that case, even if the defendant is re-scoffed later on that same case.

In order to be detected by the CourtRoom Program, the Scoff Lift Cap action code’s text must contain '~SLC~' or 'Scoff Lift Cap.'

Calculation logic of Scoff Lift Fee Due on a single case

The CourtRoom program DOES NOT track scoff lift fees across multiple cases. When calculating the Scoff Lift Fee due on a singular case, the program does not consider any scoff lift fee payments made on other cases in your court.

No scoff lift fee is due on any case which contains a "Scoff Lift Cap" or "~SLC~" action code.

For cases without a Scoff Lift Cap" or "~SLC~" action code:

The program calculates the amount due using this formula:

Case Scoff Lift Fee – Total Scoff Lift Fees Paid on case

The Case Scoff Lift Fee is calculated by multiplying the following numbers:

- Count of Scofflawed action Codes on the case
  - Action codes must contain the word "SCOFFLAWED" to be counted.
  - **Please be sure that SCOFFLAWED action codes used for failure to appear scoffs. Any previous failure to pay scoffs action codes MUST NOT contain the word SCOFFLAWED in their text.**
- Number of Scoffable Charges on the case
- $70*

The total due to the court cannot exceed $400.00* per case

*See Scoff Lift Fee Schedule

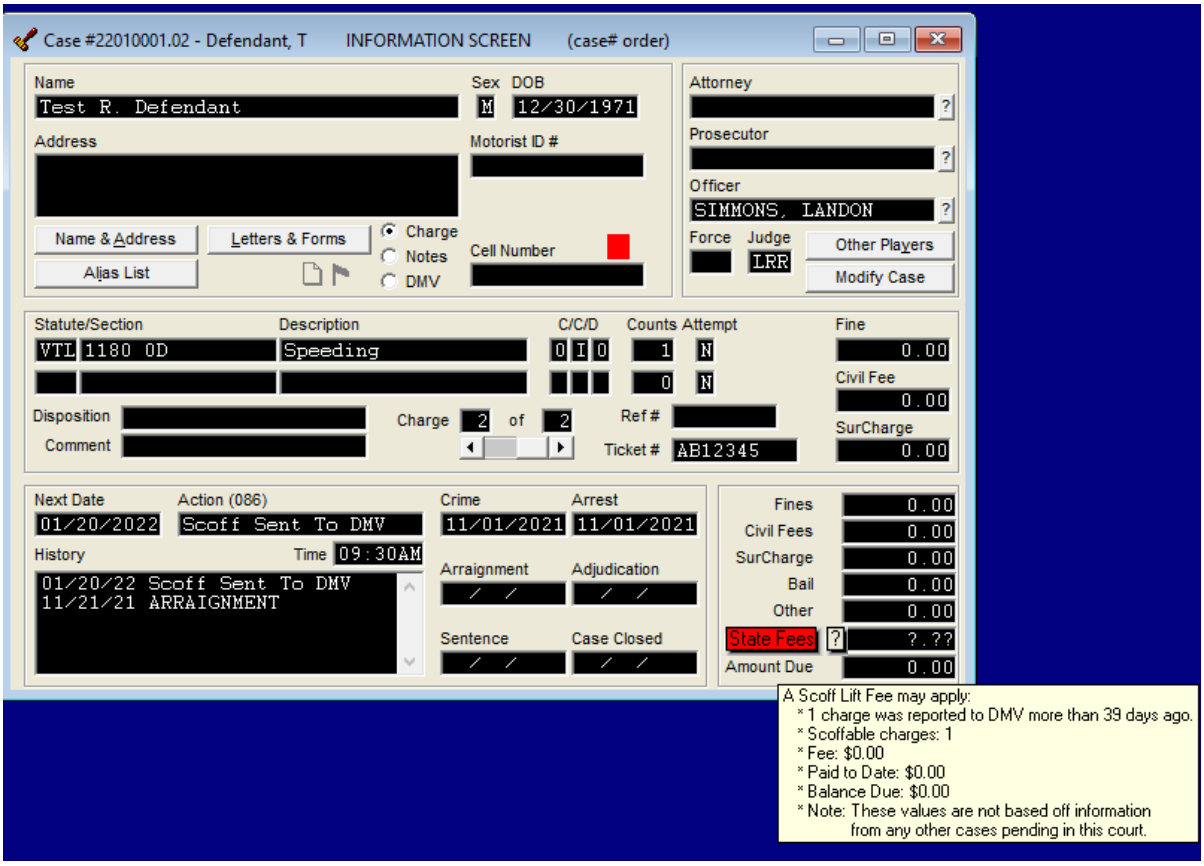
The court must keep track of the scoff lift fees paid on other eligible cases in the court and apply the amount paid toward the max Scoff Lift Cap on each of those cases. Once the $400 Scoff Lift Cap is reached, the court must add the "Scoff Lift Cap" or "~SLC~" action codes to all eligible cases.

Scoff Fee Delay

The CourtRoom Program has a Scoff Fee Delay that can be set up per Judge. The Scoff Fee Delay is the number of days you want to allow for the Department of Motor Vehicles to process a scoff request. Typically, based on what we've learned from the DMV, the entry should be at least 37 days. You can allow more or less time, as it works best for you.

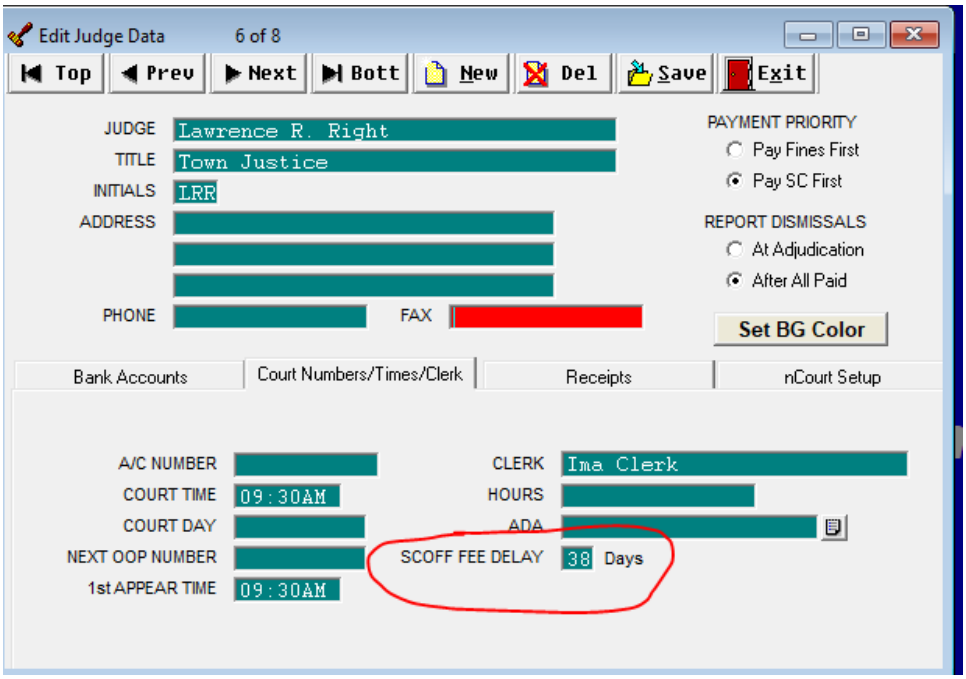
When you enter in a Scoff for Failure to Appear on the DMV Edit screen, The CourtRoom Program will automatically change the **State Fees** button on the **Case Information** Screen to red indicating that Scoff Lift Fees may be due after the **SCOFF FEE DELAY** days have passed from the DMV Report Date.

For example, Suppose the **SCOFF FEE DELAY** for my judge was 38 days. If I made a Scoff for Failure to Appear entry on the Edit DMV Data screen and set the DMV Report date to 1/20/22, the **State Fees** button on the **Case Information** screen will turn red on the 39th day or 2/28/22.



Modify a Judge's Scoff Fee Delay

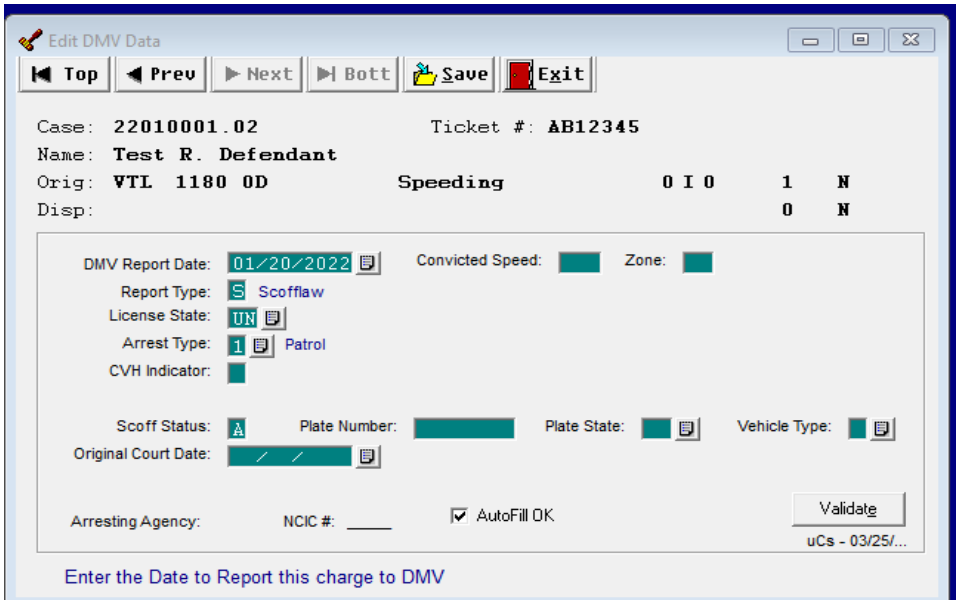
The **Scoff Fee Delay** can be changed per Judge by going to: Utility->Edit Database->Judges. Click on the **Court Numbers/Times/Clerk** Tab and type in desired the **SCOFF FEE DELAY**.



1. *Send the case to DMV sixty days after the defendant fails to appear*

Open the DMV screen:

a. Set **Date** to date sent to DMV
b. Enter 'S' in **Report Type** field
c. Set **Scoff Status** field to 'A' (for fail to appear)
d. Validate, Save, and Exit



2. *Update the Court Day Record reflecting that the case was sent to DMV*

Go to ADJOURN CASE:

- Set **Date** to "**DMV Report Date**"
- Set **Action Code** to "**Scoff Sent to DMV**"
  - This action code can say anything you want it to, but it can **NOT** contain the word "SCOFFLAWED".
- Save & Exit

3. *Determine if Defendant was Scoffed by DMV*

The next steps are dictated by if the defendant appeared in court or answered PRIOR to the Scoff Fee Delay period.

If the defendant did NOT appear or answer prior to the Scoff Fee Delay period:

The **State Fees** button will be red when you return to the case after the scoff fee delay period. This was done to alert the user the defendant has most likely been scoffed by DMV. Check to see if the defendant is truly scoffed by running the defendant's DMV Abstract.

Abstract can be run via:

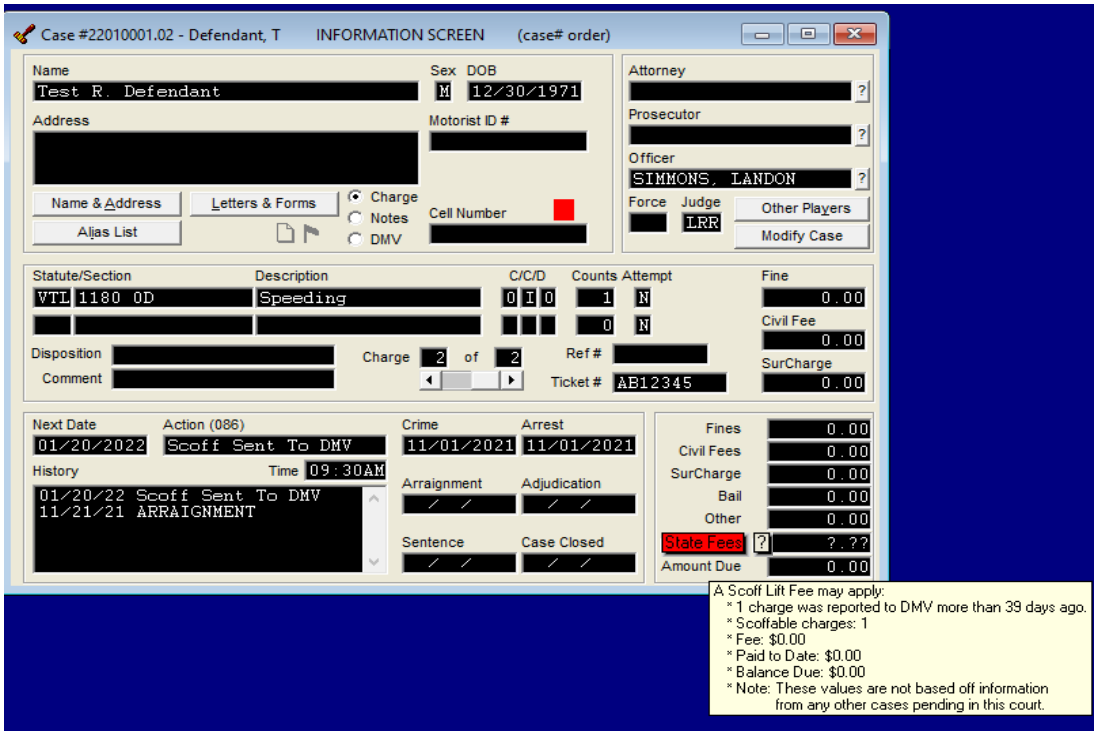
The CourtRoom Program through DMV_Call.

OR

At the OCA Website by clicking on DMV. In the CourtRoom Program click:

Help->Website Links -> OCA Website (for CDRs DMV Reports)

Example of tooltip from hovering over **State Fee** button after Scoff Fee Delay time has passed:



3. Continued

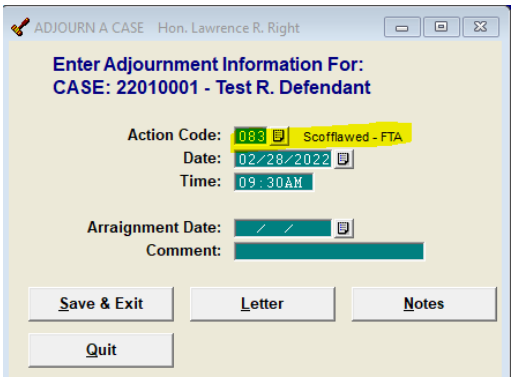
a. What to do if the Defendant was scoffed by DMV

Add a "Scofflawed" action code to the Court Day record if the defendant was scoffed. This tells the CourtRoom Program that there is a scoff lift fee due on this case.
Go to ADJOURN CASE:

- Set Date to the actual suspension date. This can be found on the DMV Abstract. An example from a DMV Abstract:

> SUSPENSION: 02/28/2022 FLD ANSWER SUMMONS ORDER #XXXXXX
> LOCATION: QUEENS COUNTY, QUEENS NORTH ADM. ADJ

- Set Action Code to "**Scofflawed**" This action code can say anything you want it to but it **MUST** contain the word "**SCOFFLAWED**".

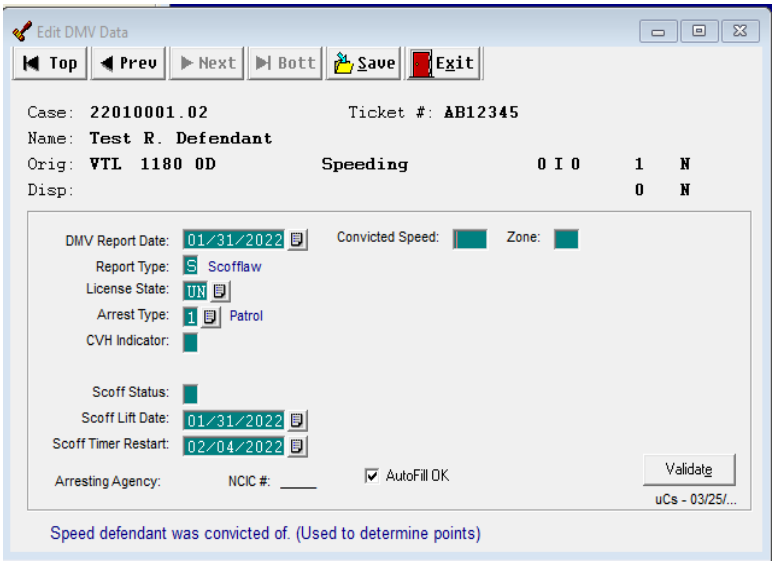


b. What to do if the Defendant was NOT scoffed by DMV

Lift the suspension if the defendant appeared in court or answered prior to being Scoffed by DMV and then continue case history as you normally would.

Go to the **Edit DMV Data** Screen from the Case Information Screen:

- Set **DMV Report Date** to the date the defendant appeared or answered
- Leave the Report type as 'S'
- Clear out the **Scoff Status**
- Set **Scoff Lift Date** to the date the defendant appeared or answered
- Set **Scoff Timer Restart** to the Next Appearance Date



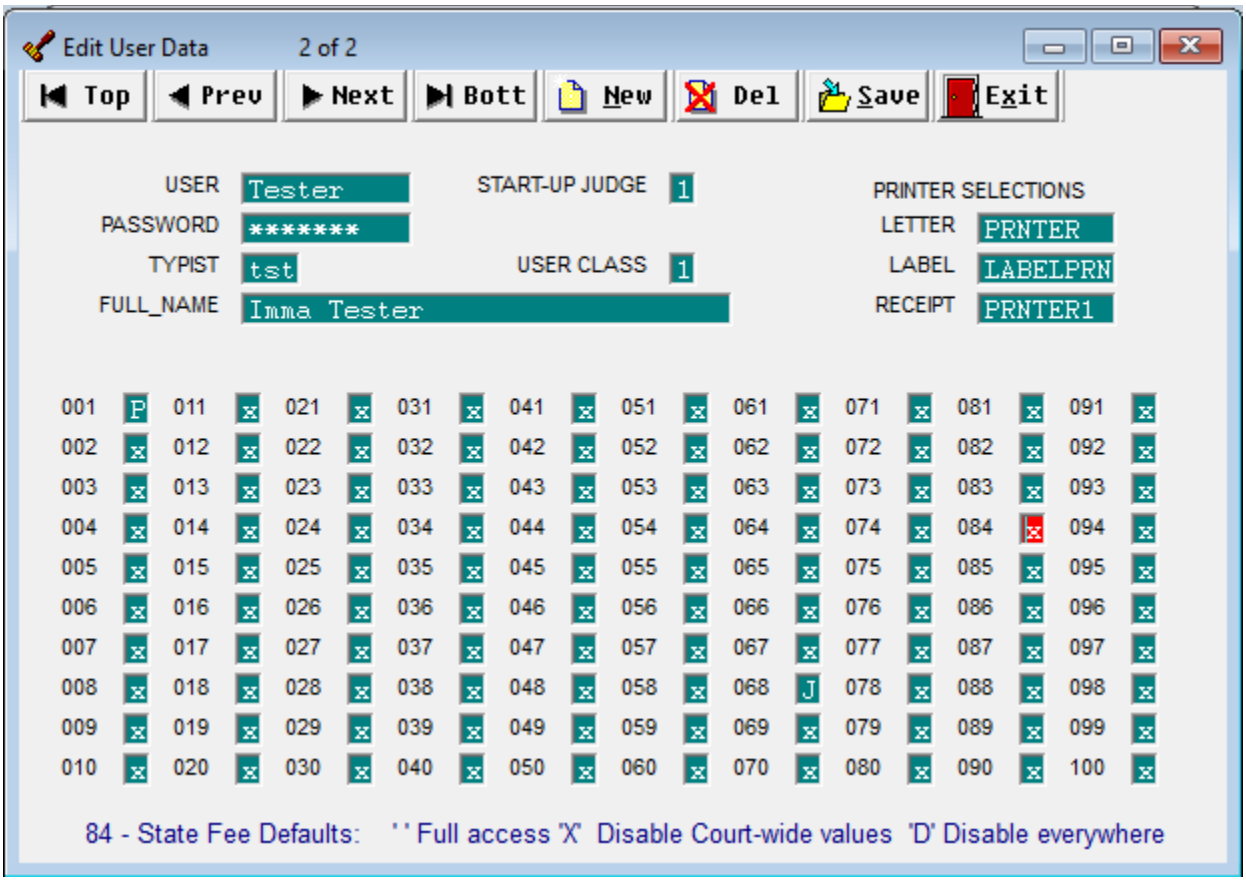
Permission to modify State Fee Defaults

The CourtRoom Program allows you to manage editing state fee defaults court wide and at the case level via Permission #084.

Permission #084 Options (default is X):

- ' '= User is allowed to edit court-wide state fee defaults. Also allowed to edit the "Use State Fee Defaults" on the State Fee Setup dialog for individual cases.
- 'X'= User is allowed to edit the "Use State Fee Defaults" on the State Fee Setup dialog for individual cases. User cannot edit court-wide state fee defaults
- 'D'= User cannot edit court-wide or individual case's state fee defaults.

To modify permissions per user, go to **Utility->Edit Databases->Users/Passwords**



Modifying Court-Wide State Fee Defaults

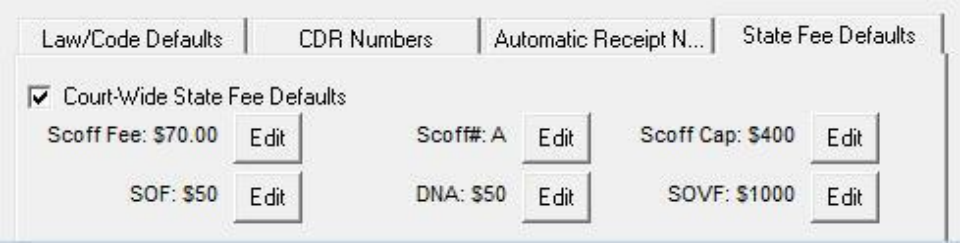
Modifying court-wide state fee defaults affects all cases in the court and is not meant to be updated for an individual case. Great care should be taken when making modifications. All users will need to restart the CourtRoom Program for the changes to take effect.

Any user with Permission #84 set to ' ' can modify the court-wide state fee defaults.

To modify the court-wide state fee defaults, go to Utility->Edit Databases->Court Information and click on the **State Fee Defaults** tab.

After selecting the **State Fee Defaults** tab, the following WARNING will appear. Select **OK** to continue

The **State Fee Defaults** contains the default settings for <u>all</u> State Fee values

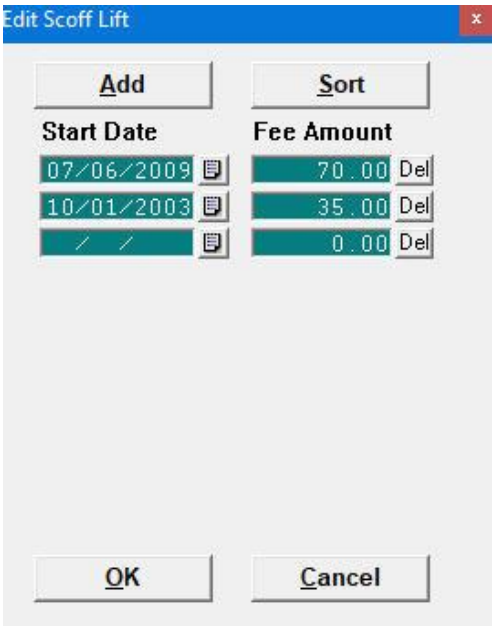


Court-Wide State Fee Defaults Check Box

The **Court-Wide State Fee Defaults** check box is used to tell the program if the court utilizes State Fee default functionality for all cases.

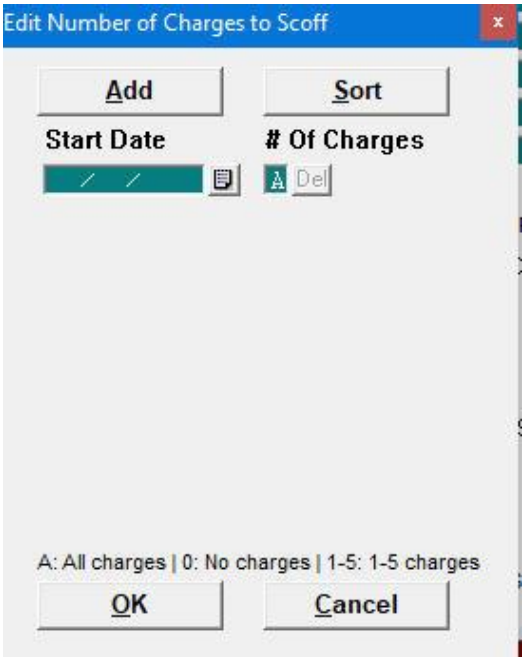
- If the **Court-Wide State Fee Defaults** is checked, the program can calculate the State Fees due on a case providing the case is using State Fee Defaults.
- If **Court-Wide State Fee Defaults** is <u>unchecked</u>, the program will never calculate State Fees Due because it does <u>not</u> know how much is owed for any State Fee. NOTE: If you uncheck **Court-Wide State Fee Defaults,** all cases previously State Fee defaults will no longer use State Fee defaults!

Scoff Lift Fee



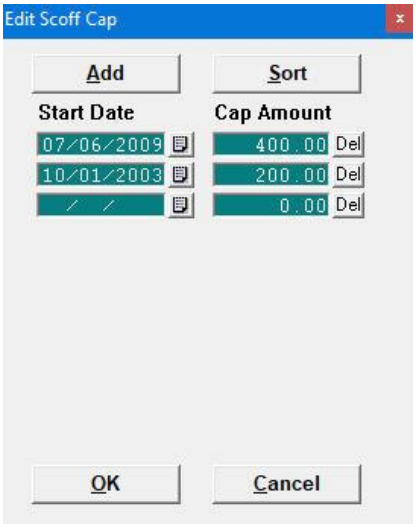
- Selecting **Sort** sorts the amounts by date, newest to oldest
- If the amount of the Scoff Lift Fee should change:
    - Select **Add** at the top
    - Enter in the **Start Date** the new SLF went into effect
    - Enter in the new **Fee Amount**
    - When finished select **OK**
    - Select **Save** and **Exit** at the top of the **Edit Court Data** screen

Scoff#



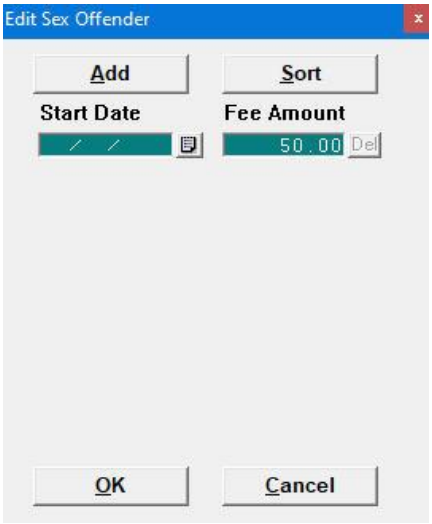
- Selecting **Sort** sorts the amounts by date, newest to oldest
- **Scoff#** reflects the number of charges the court charges for Scoff Lift Fees
    - A = All charges up to the maximum amount
    - 0 = No charges, the court does not collect Scoff Lift Fees
    - 1 = Only charge 1 Scoff Lift Fee even if more than 1 charge is scoffed
    - 2 = Charges 2 Scoff Lift Fees even if more than 2 charges are scoffed
    - 3 = Charges 3 Scoff Lift Fees even if more than 3 charges are scoffed
    - 4 = Charges 4 Scoff Lift Fees even if more than 4 charges are scoffed
    - 5 = Charges 5 Scoff Lift Fees even if more than 5 charges are scoffed
- To change the **Scoff#**
    - Select **Add** at the top
    - Enter in the **Start Date** for when to apply the change in number of charges to be Scoffed
    - Enter in **# Of Charges** applicable to the court
    - When finished select **OK**
    - Select **Save** and **Exit** at the top of the **Edit Court Data** screen

Scoff Cap (Scoff Lift Fee CAP)



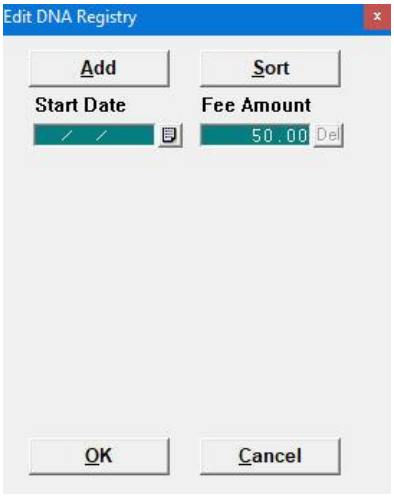
- Selecting **Sort** sorts the amounts by date, newest to oldest
- If the **Scoff CAP** should change:
    - Select **Add** at the top
    - Enter in the **Start Date** the new Scoff Lift Fee Cap went into effect
    - Enter in the new **Cap Amount**
    - When finished select **OK**
    - Select **Save** and **Exit** at the top of the **Edit Court Data** screen

SOF (Sex Offender Fee)



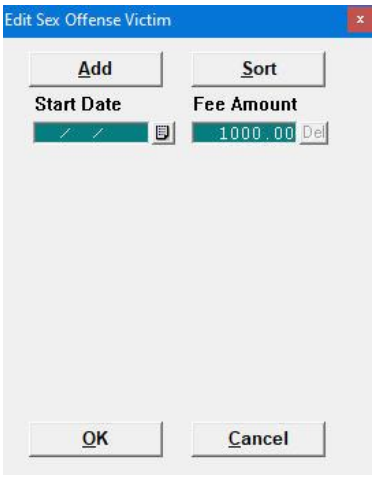
- Selecting **Sort** sorts the amounts by date, newest to oldest
- If the **SOF** should change:
    - Select **Add**
    - Enter in the **Start Date** the new SOF went into effect
    - Enter in the new **Fee Amount**
    - When finished select **OK**
    - Select **Save** and **Exit** at the top of the **Edit Court Data** screen

DNA (DNA Registry Fee)



- Selecting **Sort** sorts the amounts by date, newest to oldest
- If the **DNA Fee** should change:
    - Select **Add**
    - Enter in the **Start Date** the new DNA Fee went into effect
    - Enter in the new **Fee amount**
    - When finished select **OK**
    - Select **Save** and **Exit** at the top of the **Edit Court Data** screen

SOVF (Sex Offence Victim Fee)



- Selecting **Sort** sorts the amounts by date, newest to oldest
- If the **SOVF** should change:
    - Select **Add**
    - Enter in the **Start Date** the new SOVF went into effect
    - Enter in the new **Fee Amount**
    - When finished select **OK**
    - Select **Save** and **Exit** at the top of the **Edit Court Data** screen