



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



# **Collin County Clerk Justice Court Collections**



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



Requirements for Local Program Operations (T.A.C. Title 1 §175.3)

Dedicated Program Staff

Payment Plan or Extension

Compliance Monitoring For Delinquent Cases

Proper Reporting



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



During the FY 2013 Budget Cycle, two (2) full time positions were approved for the collection of outstanding court costs, fines and fees in the Justice Courts.

One position was to be filled immediately and one held in contingency pending collections results.

Collections for the Justice Courts began with Justice Court 1 on October 1, 2012.

**For the first time in Collin County a collections program had been established for the Justice Courts.**



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



On November 26, 2012, the first position was filled and dedicated to collections for Justice Court 1.

Initial caseload from JP 1, which was imported from Odyssey, consisted of more than 6,000 cases.

Outstanding court costs, fines and fees totaled \$1.8 million.

**57% of the outstanding court costs, fines and fees date from 2010 through 2013.**



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



## Justice Court Collections Processes

**Pending Cases:** The collections clerk checks for contact information using RevQ, the collections database; Odyssey, the court management database or by reviewing the scanned copy of the citation. If a phone number is available, the collections clerk will call the party, verify their mailing address and inform them of the outstanding balance, case status and where they are to remit payment.

A letter of delinquency is mailed the same day. The collections clerk follows up with the party every two (2) weeks until the balance is paid in full.



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



**Warrant Cases:** When a case is in warrant status, the collections clerk locates a phone number for the party. A call is placed to verify the address and notify the defendant that a warrant was issued for their arrest for unpaid fines and fees. The defendant is also informed of the case status and where they can go to remit payment.

**Truancy Cases:** The collections clerk tries to locate the defendant and the defendant's parents. If they cannot be reached, the clerk will contact the school listed on the citation. A request, including the student's name, school identification number and date of birth, is sent to the school via email for contact information on the defendant.



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



**Returned Mail:** When delinquency letters are returned, a note is entered in RevQ that the mailing was returned and the address on file is not valid.

The clerk first checks Odyssey for a more current address and if none is found runs a check in Masterfiles, a skip tracing service provider. If an address is found, the clerk will update RevQ and re-send the delinquency notice.

If multiple addresses are found for the defendant, all are entered in the RevQ database.



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



## Justice Court Collections

	<u>FY 2013</u>	<u>FY 2014</u> (through 1/31/14)
Dollars Assessed	\$2,464,254.56	\$ 306,297.53
Dollars Collected	\$ 420,964.62	\$ 135,367.88

Dollars collected are actual monies recovered from defendants and **does not** include credit for time served in jail.



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



## Justice Court Payments

**Justice Court 1:** Accepts partial payments on delinquencies. Payments are accepted via phone, online, by mail or in person. If the case is in warrant status, the account must be paid in full before the warrant is recalled.

Online and phone payments must be a minimum of \$50 and will incur a \$6 convenience fee.

**Justice Court 3-1:** Accepts payment in full only. Payments must be made in person or by mail.



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



**Justice Court 3-2:** Has shown interest in utilizing the Collections program; however, at this time is still undecided.

**Justice Court 4:** Will participate in the program, however, it is unknown at this time when they will begin. There are several thousand cases prior to 2009 that must be reviewed for transfer errors.

**Justice Courts 2:** Has elected not to transfer cases to the Court Collections Unit.



*STACEY KEMP*  
*Collin County Clerk*  
*Justice Court*  
*Collections*



**Delivering Innovation**



**Committed to Excellence**