	CLERK OF THE COURT INTERNAL POLICY	
	Area: CASH MANAGEMENT SERVICES Document Number: POL-CMS-1001 Subject: Acceptable Forms of Payment Policy	Effective Date: 11/05/1990
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PURPOSE:

It is the purpose of this policy to define the criteria utilized by the Clerk of Court's Office regarding acceptable types of payment in the receipting of Clerk and Court fees, and trust funds.

POLICY:

Regardless of the form of payment, one of the primary tasks of the deputy clerk accepting payment is to obtain positive identification of the customer and where they can be contacted in the future if necessary.

DETAILS:

I. Acceptable Forms of Payment:

A. Fees:


1. Cash
2. Money Orders
 - a. Up to 90 days from date of purchase
3. Cashier Checks
 - a. Up to 90 days from date of purchase
4. Credit Cards: MasterCard/Visa/American Express
5. Business Checks only from:
 - a. Law firms
 - b. Process Servers
 - c. Runner services
 - d. Certified Document Preparers

B. Restitution and Other Criminal Court Ordered Financial Obligations

1. Cash
2. Money Orders
 - a. Up to 90 days from date of purchase
3. Cashier Checks
 - a. Up to 90 days from date of purchase
4. Credit Cards: MasterCard/Visa/American Express
 - a. Limited to \$500.00 per day

C. Custodial Trust Funds:

1. Criminal Bail and Other Cash Bonds require guaranteed payment:
 - a. Cash
 - b. Wire Transfer
 - c. Cashier Checks
 - i. Up to 90 days from date of purchase
 - d. Government issued checks

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2. Non-Criminal Bonds and Trust Funds
 - a. Cash
 - b. Wire Transfer
 - c. Government issued checks
 - d. Local Attorney's trust fund checks
3. Child Support Arrest warrants resulting in Purge Payments require guaranteed payment:
 - a. Cash
 - b. Wire Transfer
4. Child Support Court Ordered monthly payments (non-purge)
 - a. Cash
 - b. Wire Transfer
 - c. Personal and Cashier's checks *paid to the order of Clearinghouse*
 - d. Money orders *paid to the order of Clearinghouse*

Note: Details for processing the above Acceptable Forms of Payment can be found in the respective Accounting Department Procedure, latest issue in effect.

II. Unacceptable Forms of Payment:


- A. Third Party Checks
- B. Business Checks by a business name not matching a party to the case or an entity other than attorney, runner or document preparer services agency.
- C. Personal Checks
- D. Western Union
- E. Traveler's Checks
- F. Pre-dated Money Orders/Business Checks
- G. Post-dated Money Orders/Business Checks
- H. Foreign Items
- I. Money Orders payable to State, City, and non-court related County agencies (i.e., Assessor's or Recorder's Office)

APPLICABILITY:

This policy applies to all employees deputized by the Clerk of the Court. Failure to adhere to the provisions of this policy may result in disciplinary action up to and including dismissal.

POLICIES / RELATED DOCUMENTS:

- POL-CMS-1002: Accounting Policy
- TABLE-CMS-1001: Payment Acceptance Quick Glance Table


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OTHER PARTIES INVOLVED:

- The Public

DEFINITIONS:

- Cash/ Trust Bond: Money ordered by the Court to be deposited in trust through the Clerk of Court.
- Criminal Bail Bond: Money ordered by the Court for an individual's release from custody.
- Foreign Checks: Those checks, including foreign traveler's checks, drawn on financial institutions that are not members of the American Bankers Association and/or do not use the United States Bank Clearing House (ACH) Automated System.
- Third Party Checks: A check or negotiable item made payable to someone other than to the Clerk of the Court and presented by that individual to the Clerk's office for payment of an obligation or service.
- Purge Payment: Those payments ordered by the court in a specific amount for an individual to be released from custody following a child support arrest warrant having been issued, purging a contempt of court charge.

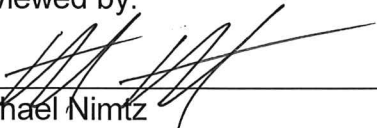
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REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Origination of document	11/05/1990
A	N/A	N/A	09/07/2007
B	N/A	N/A	04/23/2008
C	N/A	N/A	05/16/2011
D	N/A	N/A	10/27/2011
E	N/A	N/A	02/08/2012
F	N/A	N/A	07/24/2012
G	N/A	N/A	01/01/2014
H	Becky Magana	N/A	01/06/2014
I	Becky Magana	Updated to Document Control System format; removed procedural instructions	03/01/2015
J	Oni Boston	Clarified / updated acceptable forms of payment	3/15/2016
K	Michael Nimitz	Updated acceptable forms of payment	10/31/2018
L	Michael Nimitz	Updated acceptable forms of payment	12/26/2019

AUTHORIZED SIGNATURES:

Reviewed by:



 Michael Nimitz
 Deputy Director

Approving Authority:



 Jeff Fine
 Clerk of the Superior Court

Date Signed: 12/27/19