	CLERK OF THE COURT INTERNAL POLICY	
	Area: Fee Updates Document Number: POL-ADMIN-1014 Subject: Fee Updates Page 1 of 4	Effective Date: 10/31/2019 Revision Level: Last Revised Date:

PURPOSE:

The purpose of this policy is to provide guidance for the update of court related fees pursuant to a legislation action, a Board of Supervisors' order, or any other authoritative body cloaked with responsibilities to do so. The Superior Court is the state's general jurisdiction court. The Maricopa County Clerk of Superior Court is responsible for the update of fees, fines, financial penalties, etc. in support of the Court's authority.

ASSESSMENT OF LEGISLATIVE ACTIONS:

The genesis for a fee / fine update, or the implementation of a new fee / fine, starts with the Arizona State Legislature (Legislature). The Clerk's General Counsel (GC) is the chief legislative liaison and is the principal evaluator of all house and senate bills that pass in the most recent legislative session and assessing whether any of these bills might have an impact on the Clerk's office.

Documentation of Legislative Actions

- The GC prepares a written summary of those bills having an impact and then meets with various Clerk employees to further delve into specifics.
- The actual bills are included on the Legislative websites. Each bill has a specific effective date.
- A Business Analyst (BA) is assigned to assemble appropriate Clerk personnel to further evaluate the specific impacts to the Clerk's office.

Team Meeting to Evaluate

A team meeting is scheduled so the bills can be further discussed where any potential impacts can be vetted. Attendees for this Legislative Meetings could include:

- Deputy Directors
- General Accounting (Accounting)
- Courtroom Services
- Court Operations
- Business Analysts
- ITG
- Document Services
- Juvenile Administrator

Discussions, comments and intended actions are documented and tracked. At the conclusion, impacted departments are tasked with implementing the agreed upon changes that could potentially result in changes / updates to the Clerk's processes, the Receipting System and the General Ledger.



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GENERAL BACKGROUND – RECEIPTING SYSTEM & TRANSMITTAL

When the Legislature enacts a fee, it also dictates how and where these funds are to be allocated.

- The Legislature can enact new fees or change amounts associated with existing fees.
- The Legislature can change distribution ratios (what agencies are the ultimate recipients of the fee) for existing fees.
- These fees can then be associated with specific General Ledger (GL) account number(s) by Accounting.
- In the Receipting System, the BA creates Service Codes wherein one or more of these GL account numbers are assigned to them, with the allocation amounts / percentages being prescribed by the Legislature. GL account numbers can be used with multiple Service Codes.
- These GL account numbers are then captured in the Transmittal. The Transmittal is the document where all monies accumulated during a month are distributed to the State and County Treasurer and applicable agencies. The legislative action could also result in a percentage change in the allocation of monies directed to a specific agency or fund, outside of the Receipting System. These percentages are calculated within the Transmittal document.

This is an example of Service Code #207 (\$344.00) within the Receipting System:

Service Cde	Description	Service Amt	Service Grp	Version	Start Date	End Date	Active
207	PATERNITY/MATERNITY	344.00	FIL2		01/01/1980	12/31/2039	<input checked="" type="checkbox"/>



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Service Code #207 has 7 different GL Accounts attached to it:

Service Code Catalog

Service Code: 207 Description: Service Code Grp: Active:

Search Refresh Clear Cancel Advanced Search

Item 1 of 1 Item #: 1 Add Edit Delete

List Detail

Service Code: 207 Description: PATERNITY/MATERNITY Conform Doc Req:

Short Description: PATRNTY/MATRNTY 622 Subsystem To Access: Capture Entity Info:

Service Amount: 344.00 Variable Qty: Pass Through: Start Date: 01/01/1980

Service Code Group: FIL2 Variable Amount: Case # Req: End Date: 12/31/2039

Active: Defer Fee: Is Child Support: Service Version: Conform Doc Type: Conform Doc Group:

Docket Code: Waive Fee: Is IVD Required:

Service ID: 207

Allowable Case Prefixes

AC C
CC D
CJ DR
CONV FC
CR FN
CV RD
DD
JA
JD
JE

Account Distribution

Add New Distribution

AccountNumber	Fund	Description	Amount	Percentage
2112	2	DOCUMENT STORAGE PAYABLE	15.00	4.360
2125	2	CONCILIATION FEE PAYABLE	65.00	18.895
2129	2	PATERNITY COMPLAINT PAYABLE	149.00	43.314
2196	2	EDMS PAYABLE	40.00	11.628
2381	2	AUTOM'N DEV EXPENSE RECOVERY	30.00	8.721
2390	2	COURT CASEFLOW MGMT FEE	40.00	11.628
2410	2	DOCKET FEE	5.00	1.454
Total			\$344.00	100.000%


FEE UPDATES

Updating a Fee Amount or Fee Distribution

- If the fee already exists and the bill simply requires a change to the amount or distribution ratios, the service code associated with the fee is updated in the Receiving system by the BA.
 - Since this action results only in a fee amount / percentage change, there is no impact on the general ledger. The Service Codes simply route the new amounts / percentages to the same general ledger accounts.
 - The date of this update, the bill's effective date, is documented by Accounting.

Adding New Fees and Associated Service Code(s)

- If a new fee is created by the legislature, this action drives a new fee and new service code(s) within the Receiving system. The BA and/or Accounting make the following changes.
 - A new general ledger account could be created (if it is determined that a new account is needed). This would be performed by Accounting.
 - Accounting works with the Treasurer's office to establish an accounting string to facilitate the funds flow upload process.
 - A new Service Code is created within the Receiving System (by the BA), associating it with the applicable GL account.
 - Any necessary updates to the Transmittal are made by Accounting.
- The date of the update, the bill's effective date, is documented by Accounting and the BA.

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POLICIES / RELATED DOCUMENTS:

- None

OTHER PARTIES INVOLVED:

- Maricopa County Treasurer
- Arizona State Treasurer

TIME / VOLUME:

- Varied

FREQUENCY:

- Varies

REVISION HISTORY:

Revision Number	Revision Author	Summary of Changes	Approval Date
A			
B			
C			

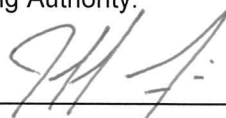
AUTHORIZED SIGNATURES:

Issuing Authority:



Michael Nimtz
Deputy Director

Approving Authority:



Jeff Fine
Clerk of the Superior Court

Date Signed: 12/27/19