

**Purpose:** To provide the step-by-step instructions for tracking supervision payments on cases that are transferred for supervision to a District Court or a Problem Solving Court (PSC). Items included are:

- [Steps to Create New Cash Codes for Transfer Supervision Fees](#)
- [Steps to Assess District Probation Oversight or Problem Solving Court Fees when a Transfer of Supervision is Ordered at Sentencing](#)
- [Steps to Receipt District Probation Oversight or Problem Solving Court Fees](#)
- [Steps to Transfer Fees Collected to a District Court or Problem Solving Court](#)

### Important Information:

- Trial Court Services recently revised Section 7-06 of the District Court Probation Officer Manual in regards to the collection of probation oversight fees.
  - Example: A Circuit Court case where felony charges are dismissed and/or a guilty disposition is entered on a misdemeanor charge resulting in an Order Transferring Case to a District Court for probation supervision.
- Trial Court Services recently revised the instructions when transferring a case to a Problem Solving Court and the collection of the PSC program fee.
  - Example: A Circuit Court case is transferred to a PSC, such as Veterans, Drug Treatment or a Mental Health program for supervision.
- Previously, probation oversight or PSC fees were collected and retained by the supervising court.
- Now, all payments, including probation oversight or problem solving court fees, must be paid to the sentencing court in order to comply with priority of payment. The sentencing court will then remit the monies collected to the supervising district or problem solving court as that line item is paid in accordance with the priority of payment, MCL 775.22.
- For Sentencing Courts:
  - Create two new cash codes associated to a Trust and Agency (701) account. These codes will be used to collect and remit probation oversight or PSC fees to the supervising court. This process may be similar to how a court collects and disburses attorney fees.
  - Suggested Cash Code: **TSD** (Transfer Dist Probation) and **TSP** (Trans Problem Solving Crt).

### Steps to Create New Cash Codes for Transfer Supervision Fees:

1. On the *Circuit Court Master Menu* screen, in the **Option** field, enter **4** (Financial Menu).
2. Press **Enter**.
  - The *Circuit Financial Management Menu* will display.
3. In the option field to the left of **Cash Code Maintenance**, enter an **X** to select.
4. Press **Enter**.
  - The *Financial Cash Codes* screen will display.
5. Press **Page Down** through the list to ensure that the **TSD** code does not exist.
6. Press **F6** (Add).
  - The *ADD Cash Code Detail* screen will display.
7. In the **Cash Code** field, enter **TSD**.
8. In the field next to the **Cash Code** field, enter a description of **Transfer Dist Probation**.
  - TSD is intended to be used if the court enters an order transferring supervision to a District Court.
9. In the **Active** field, enter **Y** (Yes) to make the new cash code active.
  - This field defaults to **Y** (Yes).
10. In the **Assessable** field, enter **Y** (Yes).
  - These are amounts ordered in court by the judge.
11. In the **Priority** field, enter the pay-down priority number.
  - This affects how monies are automatically disbursed and applied to account numbers when receipting payments; the higher the number the lower the pay-down priority.
  - The first 50% of a payment will be disbursed to victim assessments, such as Crime Victims and Restitution.
  - The remaining 50% of a payment will then be applied to court fees and should be applied in this order:
    - State Minimum Costs
    - **Other Costs (Problem Solving Court fee)**
    - Fines

- **Probation or Supervision Fee (District Court Probation)**
  - Other
12. In the **Category** field, enter **O** (Other).
  13. In the **Late Fee** field, enter **N** (No).
  14. In the **Victim Assessment** field, enter **N** (No).
  15. In the **A/P** (Amount/Percentage) field, enter **P** (Percentage).
  16. In the field to the right of the **A/P** (Amount/Percentage) field, enter **1**.
  17. In the **Ref#** (Reference Number) field, enter **1**.
  18. In the **Description** field, enter **Supervision Fee** (or other description relating to where the funds will be allocated).
  19. In the **Account Number** fields, enter the Account Number, as defined by the County Treasurer.
  20. In the **Amt or Pct** (Amount or Percentage) field, enter **1.0**.
  21. Press **Enter** (Add).
    - The *Cash Code Detail* screen will display, with the **Ref#** (Reference Number) field set back to zero.
    - A message will display in the lower left corner of the screen **Added Ref# 01 Acct# <account number>**.
  22. Press **F3** (Exit) to verify.
    - The *Cash Code Detail* screen will display, with the details for the new **TSD** (Transfer Dist Probation) cash code.
  23. Press **F3** (Exit) again.
    - The *Financial Cash Codes* screen will display.
  24. Repeat [Steps 5 – 22](#) to add cash code **TSP** (Trans Problem Solving Crt).

### **Steps to Assess District Probation Oversight or Problem Solving Court Fees when a Transfer of Supervision is Ordered at Sentencing:**

1. On the *Court* (CRT) screen enter the Sentencing event, add any court ordered assessments, including **TSD** (Transfer Dist Probation) or **TSP** (Trans Problem Solving Crt), if applicable.

### **Steps to Receipt District Probation Oversight or Problem Solving Court Fees:**

1. On the *Clerk* (CLK) screen for a case, enter **COP** (Court Ordered Payment) event and the amount.
2. Press **F2** (Add).
  - The *Court Cash Receipt Distributions* screen will display with the monies automatically disbursed based on pay-down priority.
  - Monies will be applied to the cash code **TSD** (Transfer Dist Probation) or **TSP** (Trans Problem Solving Crt) as appropriate.
3. Press **F2** (Add) to complete the receipt.

### Steps to Transfer Fees Collected to a District Court or Problem Solving Court:

1. Generate a **History Transactions** report weekly or monthly.
  - a. On the *Circuit Court Master Menu* screen, in the **Option** field, enter **4** (Financial Menu).
  - b. Press **Enter**.
    - The *Circuit Financial Management Menu* screen will display.
  - c. Press **Page Down**.
  - d. In the field to the left of the **History Transactions** report, enter **X**.
  - e. In the **Date** fields, enter a date range. For example, 03012020 thru 03312020.
  - f. Leave the **Type** field blank.
  - g. In the **Account #** fields (below the **Date** fields), enter the **Account Number** for the TSD (Transfer Dist Probation) or TSP (Trans Problem Solving Crt) cash code.
  - h. Press **Enter** to generate the report.
    - It is important to run this report in a consistent manner (weekly or monthly) after closing, in order to appropriately and timely disburse monies as they are collected.
    - This report will provide a list of receipts where monies were collected based on the **TSD** or **TSP** cash codes and the associated account number for the specified date range. The report will also include a case number along with the defendant's name.

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## Collection and Transfer of Supervision Fees to a District Court or Problem Solving Court

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- These monies will need to be vouchered through an outside application in order to pay the appropriate supervising district court or problem solving court.
- For tracking purposes, courts may wish to create a new event, and then enter the event on each case to coincide with the monies being sent to the supervising court.