

Purpose: To provide the step-by-step instructions for tracking payments and events for district court cases that are transferred to another district court for probation supervision. Items included are:

- [Add New T&A Type Paydown Code \(Sentencing Court\)](#)
- [Add New Cash Code \(Sentencing Court\)](#)
- [Assess Probation Oversight Fee when Transfer is Ordered After Sentencing \(Sentencing Court\)](#)
- [Assess Probation Oversight Fee when Transfer is Ordered at Sentencing \(Sentencing Court\)](#)
- [Receipt and Transfer Probation Oversight Fee Collected \(Sentencing Court\)](#)
- [Assess Probation Oversight Fee for Transferred Probation Supervision Cases \(Supervising Court\)](#)

Important Information:

- SCAO Court Services has recently revised Section 7-06 of the District Court Probation Officer Manual in regards to the collection of the probation oversight fee.
- Previously, the probation oversight fee was collected and retained by the supervising court.
 - All payments, including the probation oversight fee, must now be made to the sentencing court. The sentencing court will remit the probation oversight fee collected to the supervising court as that line item is paid in accordance with the priority of payment. MCL 775.22
- For Sentencing Courts:
 - Create two new codes. One Trust and Agency (T&A) Type Paydown Code and one Cash Code. These codes will be used to collect and remit the probation oversight fee to the supervising court. This process is similar to how a court collects and disburses restitution.
 - Suggested T&A Paydown Code: **XXPT**
 - Suggested Cash Code: **TPRB**
 - Refer to the DCS Cash User Guide, pages 4-23 through 4-26 for complete instructions on creating T&A Types and related Cash Codes.
 - The best time to add new cash codes so proper realignment can take place is outside of regular business hours.

- For Supervising Courts:
 - Do not enter the case into the system, only create a financial record.
 - Determine a case number standard format when receipting payments.
 - For example, year prefix, sentencing court identifier and defendant's initials (e.g. 20D44SRS).
 - The same case number will be used when receipting subsequent payments received from the sentencing court.
 - To schedule a hearing or to track the matter for any reason, use the Supplemental Calendar to enter upcoming events.
 - Refer to the DCS Traffic/Criminal/Probation User Guide pages 7-12 through 7-13.
 - To generate a notice or form, use the SCAO forms website.

Steps to Add New T&A Type Paydown Code (Sentencing Court):

1. On the *Trust and Agency Setup* screen:
 - a. In the **T/A Type** field, enter a numeric value.
 - The court is responsible to determine the value.
 - b. In the **T/A Description** field, enter **Prob Transfr.**
 - c. In the **Paydown Code(s)** field, enter **XXPT.**
 - Leave the **BD98** code, which populates by default.
 - d. In the **Report Title** field, enter **Probation Oversight Fees Transferred.**
 - e. Press **Enter** to save.
 - A message, **Record Updated**, will display at the bottom of the screen.
 - f. Press **F24** (Previous Menu) to exit the screen.
2. On the *Traffic/Criminal Code File Inquiry & Update* screen:
 - a. In the **Code** field, enter **XXPT.**
 - b. In the **Code Listing Group** field, enter **AV** (Computer Generated Codes).
 - c. In the **Short Description** field, enter **Prob Pd Out.**
 - d. In the **Long Description** field, enter **Probation Oversight Fee Paid Out to Supervising Court.**

- e. Press **F2** (Add).
 - A message, **Code Has Been Added**, will display at the bottom left corner of the screen.
- f. Press **F24** (Previous Menu) to exit the screen.

Steps to Add New Cash Code (Sentencing Court):

1. On the *Cash Codes Update* screen:
 - a. In the **Division** field, enter **T** (T/C).
 - b. In the **Cash Code** field, enter **TPRB**.
 - c. In the **Description on Receipt** field, enter **Prob Transfr**.
 - d. Leave the **Group Code** field blank.
 - e. Leave the **Hot Key** field blank. The court may determine the hot key code, if desired.
 - f. In the **Screen Priority** field, enter a number close to the priority for cash code PBOF.
 - g. Leave the **Default Amount** field blank.
 - h. In the **T/A Type** field, enter the same numeric value as entered on the *Trust and Agency Setup* screen.
 - i. In the **Account ID** field, enter **Prob Transfr**.
 - j. In the **Percentage** field, enter **100**.
 - k. In the **Transmittal Line# Local Form** field, enter the transmittal line number.
 - To be determined by the court.
 - l. Press **Enter** to save.
 - A message, **Cash Code Updated**, displays in the bottom left corner of the screen.
 - m. Press **F24** (Previous Menu) to exit the screen.
2. On the *Traffic/Criminal Code File Inquiry & Update* screen:
 - a. In the **Code** field, enter **TPRB**.
 - b. In the **Code Listing Group** field, enter **AG** (Amount Type Codes).
 - c. In the **Short Description** field, enter **Prob Transfr**.
 - d. In the **Long Description** field, enter **Probation Oversight Fee Collected for Transfer to Supervising Court**.

- e. Press **F2** (Add).
 - A message, **Code Has Been Added**, displays in the lower left corner of the screen.
- f. Press **F24** (Previous Screen) to exit the screen.

Steps to Assess Probation Oversight Fee when Transfer is Ordered After Sentencing (Sentencing Court):

1. On the *Traffic/Criminal Disposition* (DSP) screen, if PBOF (Probation Oversight Fees) was assessed, remove the PBOF balance.
 - a. Enter the same amount using cash code **TPRB** (Probation Transfer).
 - For all payments receipted using cash code **TPRB** (Probation Transfer), see Steps [1-3](#) below in Steps to Receipt and Transfer Probation Oversight Fees Collected (Sentencing Court).

Steps to Assess Probation Oversight Fee when Transfer is Ordered at Sentencing (Sentencing Court):

1. On the *Traffic/Criminal Disposition* (DSP) screen, enter cash code **TPRB** (Probation Transfer).
 - On the *Order or Probation* (ORD) screen, the **TPRB** amount will populate in the **Other/DNA Assess** field instead of the **Supervision** field.

Steps to Receipt and Transfer Probation Oversight Fee Collected (Sentencing Court):

1. On the *Cash Transaction* screen, receipt any probation fee to cash code **TPRB** (Probation Transfer).
 - A T&A (Trust and Agency) record will be created.
2. On the *Bond/Rest/Trust/T&A Inquiry/Update* (BND) screen, enter **XXPT** (Probation Oversight Fees Paid Out to Supervising Court) to paydown the T&A record for the amount being sent to the supervising court.
 - The T/A Type Open report on the *Trust and Agency Reports* screen may be used to identify assessments collected requiring paydown.
3. The sentencing court will write a check to the supervising court for the amount of **TPRB** (Probation Transfer) fees collected as that line item is paid in accordance with the priority of payment. MCL 775.22

Steps to Assess Probation Oversight Fee for Transferred Probation Supervision Cases (Supervising Court):

1. On the *Cash Transaction* screen, enter **Passwd** and **PoCode**.
2. In the **Case** field, enter the case number.
 - Standard format determined by the court as suggested in the Important Information section of this document.
3. In the **Div** (Division) field, enter **T** (Traffic/Criminal).
4. In the **Name** field, enter the defendant's name.
 - The name will print on the receipt.
5. In the **Comment** field, enter a descriptive comment.
 - For example, Probation Supervision Case from D44.
6. Press **Enter**.
7. In the **Venue** field, enter appropriate venue code.
8. In the **Type** field, enter **PBOF** (Probation Oversight Fee).
9. In the **Balance** field for the first receipt, enter the total amount of probation oversight fees assessed by the sentencing court.
 - When subsequent payments are received, use the same case number. The **Last Receipt** and **Balance** fields will be populated.
10. In the **Amt Paid** (Amount Paid) field, enter the amount received from the sentencing court.
11. Finish processing the payment as usual.
 - Upon receipt completion, the Financial Register of Actions (FIN) screen will reflect any assessments, payments or adjustments to the case number assigned.
 - The case will permanently appear on the Cash/Case-Charge-Bond Mismatched report with an error code of M (Case Master Record is not on the Computer).