

BUSINESS RULES

PERFORMANCE MEASURES - COLLECTION RATES

Effective April 1, 2005

Pursuant to F.S. 28.35(2)(e) the Clerks of Court Operations Corporation shall develop a uniform system of performance measures and standards. Included in these standards shall be a measurement of the effective collection of fines, fees, service charges, and court costs.

General Business Rules

1. Please include a separate worksheet for each court type. E.g. Criminal circuit, criminal county, criminal juvenile delinquency (juveniles) criminal traffic (UTC), civil circuit, civil county, civil traffic (UTC), civil probate, civil family, and civil juvenile dependency.

2. Do not include the following:
 - a. Restitution Payment
 - b. Cost of Supervision Payment
 - c. Cost of Incarceration Payment
 - d. Cost of Prosecution Payment
 - e. Cost of Investigation Payment
 - f. Bond forfeitures
 - g. Child Support obligations and fees
 - h. Parking tickets other than Uniform Traffic Citations (UTC's)

3. Definitions:
 - a. Assessment control group (CG): The total of all fines, fees, services charges, and other monetary penalties assessed during the given reporting period, i.e., CG 4/1/05 through 6/30/05, etc.
 - b. Report Period Ending (RPE): Collections for each control group will be reported at the end of one year, i.e., the CG 4/1/05 RPE is 3/31/06.
 - c. Reports due: Reports will be due quarterly, 20 days after each assessment control group has met the one year reporting period.

Assessment Control Group (CG)	Report Period Ending (RPE)	Report Due:
4/1/2005 – 6/30/2005	3/31/2006	4/20/2006
7/1/2005 – 9/30/2005	6/30/2006	7/20/2006
10/1/2005 – 12/31/2005	9/30/2006	10/20/2006
1/1/2006 – 3/31/2006	12/31/2006	1/20/2007

Amounts Assessed

- 4. Assessments should be reported in the category where the sentence is imposed. For example, if a criminal traffic charge is filed as a count on a felony case then report as part of the felony sentence.
- 5. Include the amount of fines, fees, services charges, and other monetary penalties assessed during the reporting period as:
 - a. The amount assessed on civil/family, county civil and probates cases,
 - b. The amount imposed by the Court in criminal and delinquency cases,
 - c. For civil traffic citations:
 - i. Consider amounts assessed when the citation is filed with the clerk's office.
 - ii. Include any additional penalties imposed by the Court where a court appearance was required or requested.
 - iii. Include late fees/additional penalties in the reporting period where they were assessed.

Adjustments to Assessments

- 6. The amount assessed in a given assessment control group should be adjusted in the reporting period when assessments are later reduced or adjusted by the Court or other provisions of law so as to make the original amount uncollectible. Examples include:
 - a. Amounts assessed and subsequently dismissed by the Court,
 - b. Defensive Driving School Elections,
 - c. Showing proof of a valid DL/Registration/Insurance,
 - d. Amounts converted to community service hours,
 - e. Amounts satisfied by time served.

Amount Collected

- 7. Include collections as they related to assessments in an assessment control group.

Collection Rate

- 8. The collection rate is the total of all collections related to the assessment control group divided by the actual assessments of the reporting period.

Calculation Logic

$$\text{Collection Rate} = \frac{\text{Total Amount Collected}}{\text{Total Amount Assessed} - \text{Adjustments to Assessments}}$$