

Administrative Office of the Courts

Supreme Court of New Mexico

Arthur W. Pepin, Director



237 Don Gaspar, Room 25
Santa Fe, NM 87501
(505) 827-4800
(505) 827-4824 (fax)

Judicial Information Division (JID)

Receipting Payments

Standard Operating Procedure

Version 1.0

Updated: (2/2021)

Receipting Payments

COURT / DEPARTMENT / DIVISION

Magistrate and Metropolitan Courts

USER

Court Clerks

PURPOSE

This process is to be used when receipting monies to a criminal case towards fines, fees, and costs. This process is also to be used to receipt monies received in form of cash payment for Served Failure to Pay Warrants.

This process is also to be used to receipt monies received in the form of cash payments for Served Failure to Appear Warrants where the Defendant admits guilt and the monies are to be used towards the financial sentence.

Relevant Data Standards:
1.6.0 Financials
All financial transactions shall be processed appropriately in the Case Management System. All financial transactions shall be reconciled appropriately in the Case Management System as provided by law and Supreme Court policy.

NAVIGATION

Odyssey/Case Management/Case/Financial Tab

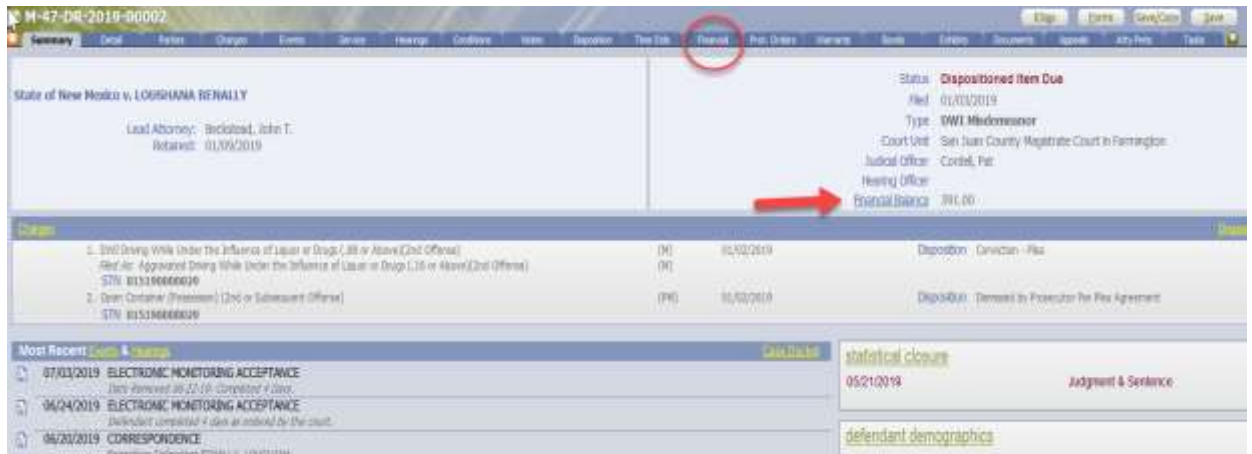
NUMBERED STEPS

1. Open Till and sign onto Till.

Important Note: Do not share Tills. It is of the utmost importance to receipt payments in your own assigned till for the work day transactions.

Managers and supervisors may have additional rights to sign onto others Tills for specific financial transactions but it is very important to use your own assigned Till to receipt monies.

- In the case, navigate to the Financial Tab OR click on the link “Financial Balance” on the summary page.



- Click on “Case Fines and Fees” OR if there is a payment plan click on blue link “Pmt Plan”.



4. If "Case Fines and fees" was selected, the blue "Payment Plan" will appear. Click on the "Payment Plan" link then click on the green dollar sign.



5. If "Payment Plan" was selected, the "Modify Payment Plan" screen appears. Click on the green dollar sign.



6. In the “Add a Payment” screen, enter the following:
 - A. Type : use the drop down arrow to choose Counter payment or Mail payment
 - B. Amount to be applied: The amount that is being paid and applied towards the case. Note: This amount should never exceed the balance owed on the case.
 - C. Payor: Click on the box to choose a party already created in the case. Click on Defendant OR click on Non Case Party radio button to free text in the payor’s information.
 - D. Till: User Till who is receipting the monies. Confirm that the correct till is being used(Because users may have access to other tills, it is possible for any of those tills to appear here in the receipting process).
 - E. Type in comments if needed
 - F. Method: Method of payment, use the drop down arrow to choose cash or check. If there is more than one tender to receipt, the additional tender link will appear once the first tender is added.
 - G. Amount: The total amount of tender that is presented for payment.
Examples:
 - Counter payments paid with cash. If Step G amount exceeds Step B amount, change shall be given at the time of payment.
 - Counter payments paid with check. If Step G is more than Step B, it is recommended to stop the receipting process and review the balance on case. Inform the payor that change shall not be given when presenting a check for payment that exceeds the payment amount. If the payor insists the payment process to continue, refer to the Standard Operating Procedure “Overpayment Procedure”.
If the case balance is more than the check payment presented, then the amount in Step B can be changed to the same amount as Step G to assure all monies balance.
 - Mail in payment paid by check. Step B amount should be the same amount as Step G. If the payment amount exceeds the balance, move on to Step 7.

7. If the “Amount to be Applied” is more than the full balance on the case, and the “Method” of payment is the same amount, then enter the case balance in Step B. The total amount of payment received will be entered in Step G, then the receipt will automatically move the difference into an “overpayment fee” category.

Case scenarios in which this would apply:

**Failure to Pay warrant payment received and exceeds case balance*

**Tax Intercept Payment received and exceeds case balance*

**Mail in payment received and exceeds case balance*

An authorization password by management will need to be entered to complete this type of transaction. Select change due method to “refund at a later date”.

Select Change Due Method

Issue Change from Drawer
 Refund at a Later Date

Save Exit

Add a Payment

Transaction Detail

Receipt # **System Assigned** A Manual

Date: 06/29/2020 D Type: B

Amount to be Applied: 250.00 B

Case Party Non Case Party

Payer: C E

Till: D

Comment: E

Tender Detail F

Method: G

Amount: G

Balance	Tendered	Tender
Balance	391.00	0.00
Amt Applied	250.00	250.00
New Balance	141.00	Due 250.00

Transaction Balances Use Manual Distribution [Show Distribution](#)

For Party / Fee	Balance
Benally, Loushana M.	391.00
Payment Plans	391.00
<input checked="" type="checkbox"/> Payment Plan 06/20/2019	391.00

Totals for this Transaction 391.00

Save Exit Save/Print

Counter Payment	A	Cash	F
Mail Payment		Check	
		Interest	
		Online E-Payment	

Scenario #1: Receiving payment on a Served Failure to Pay Warrant: Balance shown on Failure to pay Warrant is \$591.00.


STATE OF NEW MEXICO
SAN JUAN COUNTY MAGISTRATE COURT IN FARMINGTON
STATE OF NEW MEXICO
v. _____, Defendant. No. M-47-DR-2018-(
Agency: Farmington Police Department /

Bond: \$
or Payment Amount \$ 591.00 FAILURE TO PAY (CASH, CASHIER'S CHECK,
OR MONEY ORDER)

DL#: _____ DOB: _____ WEIGHT: 160 Lbs. EYES: Brown
GENDER: Female HEIGHT: 5 Ft. 4 In. HAIR: Black

CHARGE(S): DWI Driving While Under The STATUTE(S): 66-8-102(A) CITATION(S): 0101860807 OFFENSE DATE: 01/10/2018
Influence Of Liquor (impairment)(1st)

BENCH WARRANT

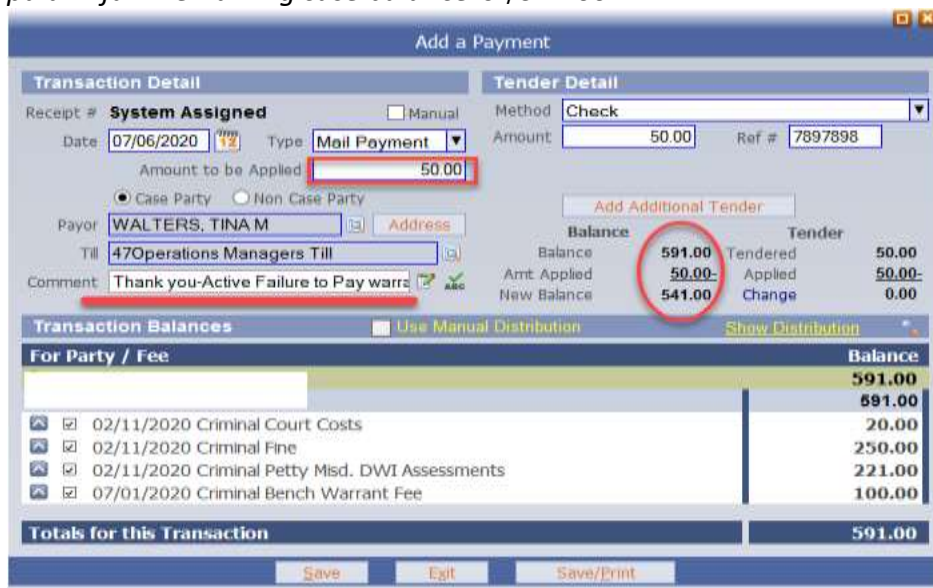
THE STATE OF NEW MEXICO TO ANY OFFICER AUTHORIZED TO EXECUTE THIS WARRANT:
YOU ARE HEREBY COMMANDED to arrest the above-named defendant and bring the defendant before this court to answer the following charges unless released as indicated in the return:
FAILURE TO PAY FINES OR COSTS PREVIOUSLY IMPOSED BY ORDER OF THIS COURT; 

[] 1. BOND: The defendant may be released on bond in the amount of \$
The bench warrant fee will be collected upon appearance, OR

[] 2. PAYMENT: The defendant failed to appear either on a traffic citation (other than citation issued for violation listed in Section 66-8-122 or 66-8-125 NMSA 1978) or a citation issued by an official authorized by law and may be released on a plea of guilty and payment of \$ which includes a \$100 bench warrant fee, OR

[XX] 3. PAYMENT: The defendant failed to pay fines and costs as ordered by the court and defendant may be released upon payment of the outstanding fine and court costs in the amount of \$591.00 which includes a \$100.00 bench warrant fee.

The Defendant has continued to make payments on the case. A total of \$50.00 has been paid, yet the warrant has not been canceled since the balance has not been paid in full. Remaining case balance is \$541.00.



For Party / Fee	Balance
	591.00
02/11/2020 Criminal Court Costs	20.00
02/11/2020 Criminal Fine	250.00
02/11/2020 Criminal Petty Misd. DWI Assessments	221.00
07/01/2020 Criminal Bench Warrant Fee	100.00
Totals for this Transaction	591.00

Defendant is arrested and served the Failure to Pay Warrant. Warrant indicates \$591.00. This shall be paid in order to be released from custody for that case. Cash payment was received at the court in the amount of \$591.00.

Reminder: For Magistrate Court users you shall docket event code: 6082: FTP Warrant Served/Full Payment Received and scan in any documentation received along with the Odyssey generated receipt.

The true case balance is \$541.00, the court will receipt the full \$591.00 and the difference of the already paid \$50.00 will be receipted into the Overpayment fee category. Select "refund at a later date".

Add a Payment

Transaction Detail

Receipt # **System Assigned** Manual

Date: 07/06/2020 Type: Mail Payment

Amount to be Applied: 541.00

Case Party Non Case Party

Payor: WALTERS, TINA M

Till: 47Operations Managers Till

Comment: Paid in full Cash Payment received frp

Tender Detail

Method: Cash

Amount: 591.00

Balance

Balance	541.00	Tendered	591.00
Amt Applied	541.00	Applied	541.00
New Balance	0.00	Change	50.00

Transaction Balances

For Party / Fee	Balance
	541.00
<input checked="" type="checkbox"/> 02/11/2020 Criminal Fine	250.00
<input checked="" type="checkbox"/> 02/11/2020 Criminal Petty Misd. DWI Assessments	196.00
<input checked="" type="checkbox"/> 07/01/2020 Criminal Bench Warrant Fee	95.00

Totals for this Transaction 541.00

Save Exit Save/Print

Select Change Due Method

Issue Change from Drawer

Refund at a Later Date

Save Exit

Continue on and follow the Standard Operating Procedure "Overpayment Procedure" for refund process.

For Party / Fee	System	Amt to Apply
		591.00
		591.00
7/1/2020 Criminal Bench Warrant Fee		95.00
Criminal Bench Warrant Fee		95.00
2/11/2020 Criminal Fine		250.00
Criminal Fine		250.00
2/11/2020 Criminal Petty Misd. DWI Assessments		196.00
Criminal Brain Injury Services Fee		5.00
Criminal Corrections Fee		20.00
Criminal Domestic Violence Treatment Fee		5.00
Criminal DWI Prevention Fee		75.00
Criminal DWI/BWI Lab Fee		85.00
Criminal Judicial Education Fee		3.00
Criminal Traffic Safety Education Fee		3.00
7/6/2020 Overpayment Fee Schedule		50.00
Criminal Overpayment Fee		50.00

Date	Reference	Charges	Payments	Credits	Balance
24231330	Charge	491.00			491.00
02/11/2020					
24238717	Charge	100.00			591.00
07/01/2020					
24238729	Mail Payment		50.00		541.00
07/06/2020	MOiM-2020-155				
24238730	Mail Payment		591.00		(50.00)
07/06/2020	MOiM-2020-156				
Totals		591.00	641.00	0.00	(50.00)

Scenario #2: The Defendant is arrested on a Failure to Appear Warrant. Option #1 and projected fines/fees Option #2 are marked on the warrant. The Defendant enters plea of guilty to the charge(s) by checking the box on the stating they plead guilty. The bond depositor also agrees the monies paid can be used towards fines/fees/costs.

BENCH WARRANT

THE STATE OF NEW MEXICO TO ANY OFFICER AUTHORIZED TO EXECUTE THIS WARRANT:

YOU ARE HEREBY COMMANDED to arrest the above-named defendant and bring the defendant before this court to answer the following charges unless released as indicated in the return: **PROJECTED FINE IF GUILTY PROJECTED FINE IF GUILTY**

- 1. BOND:** The defendant may be released on **bond** in the amount of \$ **PROJECTED FINE IF GUILTY PROJECTED FINE IF GUILTY**
The bench warrant fee will be collected upon appearance, **OR**
- 2. PAYMENT:** The defendant failed to appear either on a traffic citation (other than citation issued for violation listed in Section 66-8-122 or 66-8-125 NMSA 1978) or a citation issued by an official authorized by law and may be released on a plea of guilty and payment of **\$381.00** which includes a \$100 bench warrant fee. **OR**
- 3. PAYMENT:** The defendant failed to pay fines and costs as ordered by the court and defendant may be released upon **payment** of the outstanding fine and court costs in the amount of \$ which includes a \$100.00 bench warrant fee.

IT IS HEREBY ORDERED that upon service of or surrender pursuant to this warrant, defendant is to pay the \$100.00 bench warrant fee, as reflected above.

1. Verify the receipt for monies has both the “agree” box marked by Bond Depositor and “guilty plea” box marked by Defendant.

PERSON OTHER THAN DEFENDANT PAYING CASH, MONEY ORDER OR CASHIERS CHECK:

I understand that the cash I have posted will be used to pay any fines, fees or costs that the defendant owes if the court has ordered that the defendant may only be released upon the payment of such fines, fees and costs and that if this is so I will not be entitled to a refund. If the court has not ordered that the defendant will only be released upon payment of fines, fees and costs.

I Agree I do not Agree that the cash I have posted may be used to pay any fines, fees or cost that the court may order the defendant to pay after the defendant's release from custody.

Signature of Person Posting Cash (required)

DEFENDANT: (If the defendant has been arrested on a failure to pay warrant, the defendant's signature is not required.)

(This alternative may be used only when the defendant has failed to appear, the bench warrant authorizes release on payment of fines and fees, and the person posting the cash, has checked the "I Agree" box above.)

1) I plead guilty to the charges. I ask the court to use the cash for payment of fines, fees and costs instead of requiring me to appear before the court.

(This alternative may be used only when the bench warrant authorizes release of the defendant on bond, instead of payment of fines and fees.)

2) I agree to appear in the _____ Court on _____ (date) at _____ (am) (pm)

Signature of Defendant

2. Enter the guilty/no contest plea.
3. Enter the disposition “Conviction-plea”.
4. Enter the financial sentence. Generate J&S.
5. Receipt monies received from Bond Depositor/Defendant as a payment.
6. Reminder: Magistrate Court users shall docket event code: 6082: FTP Warrant Served/Full Payment Received and scan in any documentation received along with the Odyssey generated receipt. Note: Do not scan in images of checks or money orders.