

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)

Refunding Fines and Fees Standard Operating Procedure

Version 1.0

Updated: 09/2016

Refunding Fines and Fees

COURT / DEPARTMENT / DIVISION

Magistrate, District Courts and Metro Court

USER

Court Supervisors and Court Managers

PURPOSE

To provide direction for refunding fines and/or fees on a case

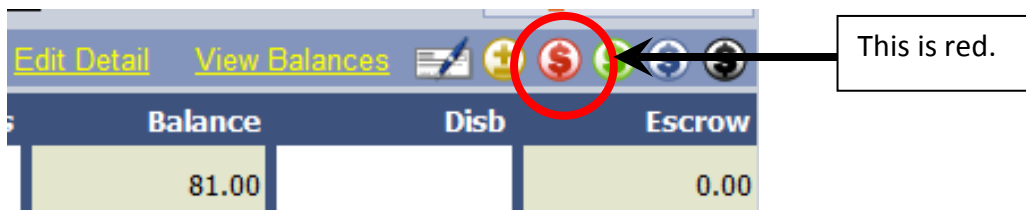
NOTE: When issuing a refund check, never change the amounts that were originally assessed and paid (if these were accurate at the time). The historical record of the actual case transactions needs to be retained.

NAVIGATION

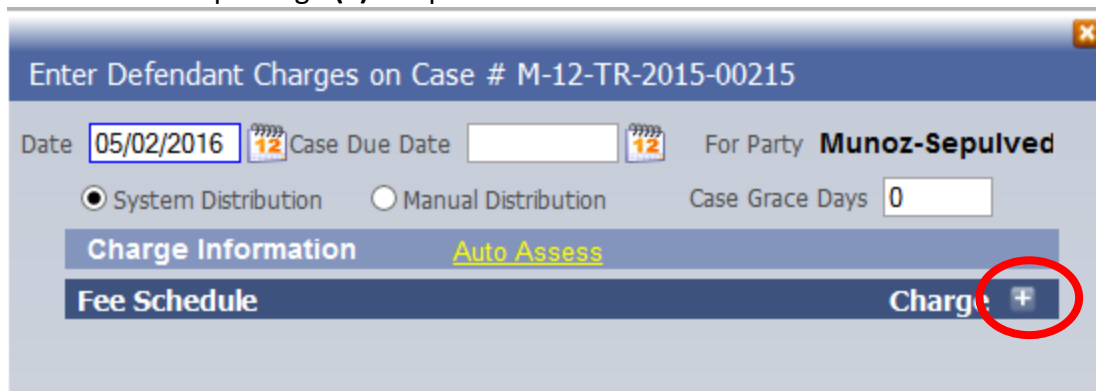
Odyssey/Case Manager

STEPS

1. Begin with an **open** and **signed-in till** in Odyssey
2. Find the case and go to the **Financial** tab
3. On the **Financial Summary** page, in the row that has the fine or fee to be refunded, click on the **Case Fines and Fees** hyperlink
4. Click on the **red \$** which will open the **Enter Defendant Charges** window



5. Click on the plus sign (+) to open the select **Fee Schedule** window



6. From the **Select Fee Schedules** window, click on **Criminal Refund to Payor**
7. Click **Continue**, or Alt + C

| Description | Code |
|--|---------|
| 1. <input type="checkbox"/> Criminal Bench Warrant Fee | CRBWAR |
| 2. <input type="checkbox"/> Criminal Bond Forfeiture | CRBONDF |
| 3. <input type="checkbox"/> Criminal Computer Copy Fee | CRCOMP |
| 4. <input type="checkbox"/> Criminal Copy Fees | CRCOPY |
| 5. <input type="checkbox"/> Criminal Court Costs | CRIMCC |
| 6. <input type="checkbox"/> Criminal Fine | CRFINE |
| 7. <input type="checkbox"/> Criminal Helmet Law Fine | CRHELM |
| 8. <input type="checkbox"/> Criminal Petty Misd. Traffic Assessments | CRPMTR |
| 9. <input checked="" type="checkbox"/> Criminal Refund to Payor | CRREF |
| 0. <input type="checkbox"/> Criminal Tape/CD Duplication Fee | CRTAPED |

8. Enter the **dollar amount** to be refunded
9. Click **Finish** or Alt + F

Enter the amount for "Criminal Refund to Payor"

10. On the **Enter Defendant Charges** window, add a **comment** indicating what is being refunded and why
11. Click on the **yellow Edit Detail** hyperlink

Enter Defendant Charges on Case # M-12-TR-2015-00215

Date Case Due Date For Party **Munoz-Sepulveda**

System Distribution Manual Distribution Case Grace Days

Charge Information [Auto Assess](#) [Edit Detail](#)

| Fee Schedule | Charge |
|--|--------|
| <input checked="" type="checkbox"/> Criminal Refund to Payor | 81.00 |

Totals 81.00


Comment

User **Herrera, Adrian**

12. In the **Edit Fee Detail** window, use the select icon to choose the party from the case to be the **Recipient** of the **refund**
13. Click **Continue** or Alt + C to return to the **Enter Defendant Charges** window
14. Click **Save** or Alt + S

Edit Fee Detail on Case # M-12-TR-2015-00215

Due Date Case Grace Days

| Charged | Schedule | Priority | Hold* | Hold** | Recipient |
|------------|--------------------------|----------|--------------------------|--------------------------|--|
| 05/02/2016 | Criminal Refund to Payor | 4700 | <input type="checkbox"/> | <input type="checkbox"/> | Munoz-Sepulveda, J  |

*Hold Indefinitely: Checkbox must be manually unchecked to release
**Hold Until Fully Paid: computer will automatically release

NOTE: After assessing the Criminal Refund to Payor, the Case Fines and Fees view of the Financial Tab shows the dollar amount to be refunded with a Category of **Overpayment** (shown below).

15. Click on the **yellow adjustment ±** icon to open the **Enter an Adjustment** window

| Fee Category | Charges | Payments | Credits | Balance | Disb | Escrow |
|---------------------------------|---------------|--------------|-------------|--------------|--------------|-------------|
| Brain Injury Services Fee | 5.00 | 5.00 | 0.00 | 0.00 | 5.00 | 0.00 |
| Corrections Fee | 20.00 | 20.00 | 0.00 | 0.00 | 20.00 | 0.00 |
| Court Automation Fee | 10.00 | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 |
| Court Facilities Fee | 10.00 | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 |
| Criminal Court Costs | 20.00 | 20.00 | 0.00 | 0.00 | 20.00 | 0.00 |
| Domestic Violence Treatment Fee | 5.00 | 5.00 | 0.00 | 0.00 | 5.00 | 0.00 |
| Fine | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Judicial Education Fee | 3.00 | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 |
| Jury and Witness Fees | 5.00 | 5.00 | 0.00 | 0.00 | 5.00 | 0.00 |
| Overpayment | 81.00 | 0.00 | 0.00 | 81.00 | 0.00 | 0.00 |
| Traffic Safety Educ Fee | 3.00 | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 |
| Totals | 162.00 | 81.00 | 0.00 | 81.00 | 81.00 | 0.00 |

16. In the **Enter an Adjustment** window, expand the fee categories by clicking on the **arrows**

17. On the original fees, click into the expanded field to change the **Payments column** to 0.00

18. On the **amount** to be **refunded**, click into the expanded field to change the payment amount on the Criminal Refund to Payor to the total amount assessed in the Charges column

19. To check the work, tab out of the last field updated

20. At the bottom of the screen, the **Current Adjustment Totals** in the **Payments** column should be 0.00

21. Select the **Adjustment Reason** Refund of Fines and Fees (Required Field) and enter a **Comment** (Required Field) indicating what is being refunded and why

22. Click on **Save** or Alt + S

Enter an Adjustment

Date: 08/18/2016

Show Amounts
 Show Adjustments
 Show Indirect Fees
 [Payment Proration](#)

| Fee Schedule | Charges | Payments | Credits | Balance | Disb | Escrow |
|-------------------------------|---------------|--------------|-------------|--------------|--------------|-------------|
| Child Support Fee | 20.00 ↓ | 0.00 | 0.00 | 20.00 | 20.00 | (20.00) |
| Criminal Court Automation | 10.00 ↓ | 0.00 | 0.00 | 10.00 | 10.00 | (10.00) |
| Criminal Court Facilities Fee | 10.00 ↓ | 0.00 | 0.00 | 10.00 | 10.00 | (10.00) |
| Criminal Domestic Violence | 5.00 ↓ | 0.00 | 0.00 | 5.00 | 5.00 | (5.00) |
| Criminal Traffic Safety Edu. | 3.00 ↓ | 0.00 | 0.00 | 3.00 | 3.00 | (3.00) |
| Criminal Jury and Witness | 5.00 ↓ | 0.00 | 0.00 | 5.00 | 5.00 | (5.00) |
| Criminal Judicial Education | 3.00 ↓ | 0.00 | 0.00 | 3.00 | 3.00 | (3.00) |
| 03/02/2015 Criminal Court Co | 20.00 | 0.00 | 0.00 | 20.00 | 20.00 | (20.00) |
| Criminal Court Costs Fee | 20.00 ↓ | 0.00 | 0.00 | 20.00 | 20.00 | (20.00) |
| 03/02/2015 Criminal Fine | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 08/18/2016 Criminal Refund t | 81.00 | 81.00 | 0.00 | 0.00 | 0.00 | 81.00 |
| Criminal Refund to Payor | 81.00 ↑ | 81.00 | 0.00 | 0.00 | 0.00 | 81.00 |
| Current Adjustments | None | 0.00 | None | None | None | None |
| Adjusted Totals | 162.00 | 81.00 | 0.00 | 81.00 | 81.00 | 0.00 |
| Indirect Totals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Reason: Refund of Fines and Fees

Comment: Refunding per Judge's order filed 8-18-2016

User: Adrian Herrera
Station: JID Cashiering Station 1
Till: Adj. Till - Clovis Mag

Save Exit

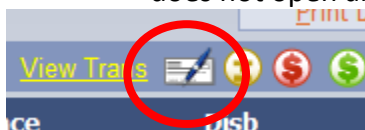
NOTE: A negative amount will display in the Escrow column. The month-end process will pick that up and reduce the amount of the disbursement to the state in these accounts by the amount of the negative numbers in this column

- 23. In the **Case Fines and Fees** window, click on the **blue \$** to apply a **credit** to the original accounts being refunded so the accounts won't show a balance due
- 24. In the **Add a Credit** window, use the drop down to select the Type of **"Ordered by Judge"**
- 25. Enter the **amount** to be credited in the **Amount to be Applied** field
- 26. Click **Save** or Alt +S

| For Party / Fee | Balance |
|---|---------|
| Trujillo, Diego | 81.00 |
| M-56-TR-2010-00099 | 81.00 |
| 02/16/2010 Criminal Court Costs | 20.00 |
| 02/16/2010 Criminal Traffic Assessments | 61.00 |

Totals for this Transaction: 81.00

- 27. To generate the **refund check**, click on the **check icon**, which will open the **Select Escrow to Disburse** window
 - a. The ability to issue this check is controlled by rights. If clicking on the **check icon** does not open another window, contact the help desk to have your rights modified



- 28. In the **Select Escrow to Disburse** dialog, choose the **recipient** from the drop down list

From Party: **Munoz-Sepulveda, Jesus Antonio**

Recipient Trust/Case Party Non-Case Party

Pay To: Administrative Office of the Courts

As Of Date: Administrative Office of the Courts

Clovis Magistrate Checkin -81.00

Criminal Brain Injury Services Fee -5.00

Criminal Corrections Fee -20.00

- 29. **Uncheck** all fees except the **Criminal Refund to Payor** fee
- 30. Verify the **amount** to be refunded
- 31. Click **Continue** Alt + C

As Of Date: 05/02/2016 Ignore Holds
Total Amount to Disburse: 81.00

| Fee Name | Amount | Amount |
|---|--------|--------|
| <input checked="" type="radio"/> Clovis Magistrate Checkin | 81.00 | 81.00 |
| <input type="checkbox"/> A-05-200-21800-12-100001 | 0.00 | |
| <input type="checkbox"/> Criminal Brain Injury Services Fee | 0.00 | |
| <input type="checkbox"/> Criminal Corrections Fee | 0.00 | |
| <input type="checkbox"/> Criminal Court Automation Fee | 0.00 | |
| <input type="checkbox"/> Criminal Court Costs Fee | 0.00 | |
| <input type="checkbox"/> Criminal Court Facilities Fee | 0.00 | |
| <input type="checkbox"/> Criminal Domestic Violence Treatment | 0.00 | |
| <input type="checkbox"/> Criminal Fine | 0.00 | |
| <input type="checkbox"/> Criminal Judicial Education Fee | 0.00 | |
| <input type="checkbox"/> Criminal Jury and Witness Fee | 0.00 | |
| <input checked="" type="checkbox"/> Criminal Refund to Payor | 81.00 | 81.00 |
| <input type="checkbox"/> Criminal Traffic Safety Education Fe | 0.00 | |

Continue **Exit**

NOTE: For District courts, the Select Escrow to Disburse dialog will look different. A radio button will display for the checking account with the Refund to Payor fee listed below that. Just click the radio button for the checking account, and then verify that the Refund to Payor account is selected.

- 32. Continue with the normal check creation process

Enter a Check on Case # M-12-TR-2015-00215

Type: Fines/Fees Refund to Party Hand Check

Pay To: Jesus Munoz-Sepulveda Cutoff Date: 05/02/2016

Address: 116 Columbia Clovis NM 88101 Trans Date: 05/02/2016 Amount: 81.00

Eighty One and no/100 Dollars

Memo: Refund of fees paid on M-12-TR-2015-215 User: Herrera, Adrian

Account: A-005-200-21800-12-100001 Clovis Magistrate Checkin

Save/Submit **Exit** **Save/Export**