

Association of Clerks of the District Courts

Cheryl Beam Financial Court Analyst Department of Judicial Services Office of the Executive Secretary

Contact Information

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Best Practice Guardian ad Litem Assessment

Best Practice - Guardian ad Litem Assessment

- DC-40, List of Allowance with itemized bill submitted
- DC-533, Assessment/Payment Order completed
- JCMS Assessment Order (533) field updated
- JCMS Assessment Tab
- Motion to Amend Payment Due Date

DC-40, List of Allowance

• Guardian ad Litem submits the DC-40 at the time of trial

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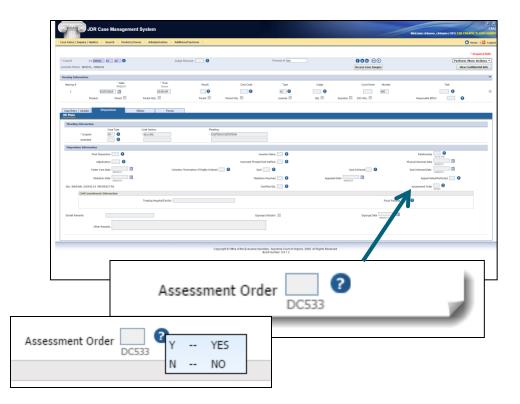


DC-533, Assessment/Payment Order

- Courtroom clerk prepares prior to court
- Judge enters the assessment order
- Petitioner and Respondent provided a copy

		bruit Court averalle and Domestic Relations Dutrict Court
	x.0	~
INVESTIGATION/MEDI	ATION/SUPERVISED VISITATION	
	KODICT'	has provided the following services:
<pre>[] investigation [] mediation [] supervised visitation</pre>	-MURT	
any) of payment of fees as a	hown below:	uant to statuteelly authorized guidelines, together with waiver
S [] S [] no waiver of p	assessed and of payment of assessm ayment of assessment	ent is waived
	assessed and of payment of assessment	ent is waived
The agency named above th	all determine the method and medium o	f payment.
COURT-APPOINTED AT	TORNEV'S FEES	
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Understanding Assessment Order (533) Field



• Was the DC-533 order entered?

> o Yes or o No

Review - JJ04, GAL Report

• On Demand

O	JDR Case Manager	ment System		
Main Menu	Adult Batch Menu		Juvenile Batch Menu	
		J	DR Juvenile Division Job Submission Menu	
	JJ01 Juvenile Name Index JJ02 Juvenile Docket JJ03 Juvenile Detention Report JJ04 Guardian Ad Litem Report JJ05 Master Calendar JJ05 Statistical Report JJ07 Detek Report JJ08 Juvenile Witness Subpoena JJ09 Juvenile Witness Subpoena JJ09 Juvenile Hearing Date Notice JJ10 Special Needs Report JJ11 Juvenile Summons (DC510) L112 Invenile Eurotive Index	IDR Case Management	t System	
	Main Menu	Adult Batch Menu	Juvenile Batch Menu	
			JJ04 Guardi	an Ad Litem Report Request
	_		From Date (mmyy)	To Date (mmyy)
			Submit)

JJ04, GAL Report

CMSBJJ04		JDR TEST	ING		PAGE 1				
01/13/11	GUA	RDIAN AD	LITEM REPORT						
	FR	OM 07/10 TI	IRU 01/11						
с	ASES WIT	H <u>STATUS</u>	<u>"</u> N"		CMSBJJ0	4	JDR TI	ESTING	PAGE 2
CASE N	UMBER	HEAR	DATE	JUDGE	01/13/11	TOTAL O	F GUAR	DIAN AD LITEM CASES	
JJ10301	3-01-00	09/15/10	Y6D				FROM	07/10 THRU 01/11	
JJ10301-	4-01-00	09/15/10	TTZ						
JJ33333	3-33-33	01/25/11				TOTAL			
JJ33837	7-01-00	07/02/10	WWW			IOTAL C	ASES P	ERCENTAGE	
JJ888999	8-69-01	07/21/10							
						INDICATOR "Y"	2	28.57	
TOTAL	CASES	5							
						INDICATOR "N"	5	71.43	
						TOTAL	7		

Assessment Tab



Procedural Change

RELEASE NOTICE



JUVENILE CASE MANAGEMENT SYSTEM, FORMS, RELEASE VERSION 4.9.0 Operational Date: January 25, 2018

SYSTEM RELEASE IDENTIFICATION

Juvenile Case Management System, Forms, Release Version 4.9.0 is certified for release and will be available on January 25, 2018.

SUMMARY OF CHANGES

Forms

Procedural Changes

- A. The Commi the JCMS F
- B. The CDC ha court form:

The recommended procedure for granting time to pay for Guardian Ad Litem fees has been updated. The DC-533, Assessment/Payment Order has been modified to allow the Judge to set a due date for GAL fees, which are only enforced by the collections process. The updated best practice procedure recommends courts <u>do not</u> set up time to pay for Guardian Ad Litem fees. The due date for GAL fees should be set by the Judge and included on the DC-533, Assessment/Payment Order at the time of entry. The court should consider the total amount due by each party when determining the due date.

GAL Cost – Procedural Change

Judge orders the Date Certain
Reviews the ability to pay criteria
Time to Pay are not applicable
Defendant files a Motion to Amend Due Date
Judge determines the

modification/extension of Due Date

Form Change

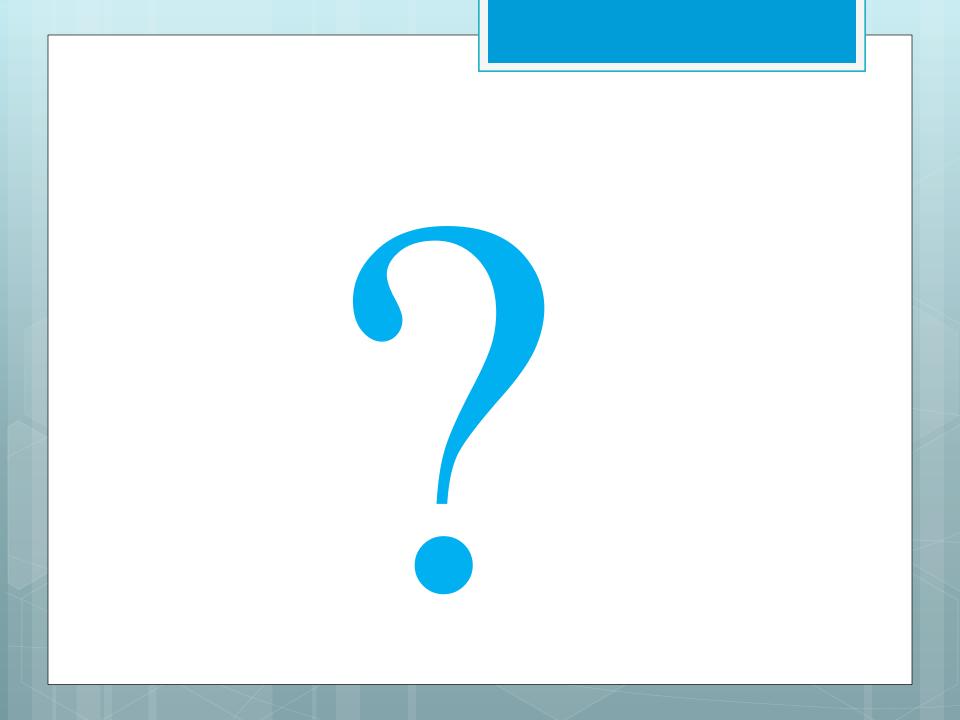
GUARDIAN AD LITEM COSTS FOR	R A CHILD			
A guardian ad litem was appointed in	this case and the total amount	allowed to		,
the guardian ad litem, was \$				
[] The court finds that the [] paren	t[]MOTHER []FATHER		FATHER	
[] parents [] part and ORDERS payment of suc	h costs as shown below.	is/are able to pay the guardian ad	<i>l litem</i> costs in who	le or in
			[] by	ATE
\$	to be paid by parent,		[] by _D	ATE
\$	to bepaid by		[]by	ATE
[]_If additional time is needed to	pay the amount indicated, the	clerk's office should be contacted to	o schedule a hearin	ıg.
[] The court finds that the [] parent	[]MOTHER []FATHER	[]parent	FATHER	
[] parents.[]		is/are indigent or otherwise unab	le to pay.	

DATE FORM DC-533 MASTER 10/17

Individual Account in FAS

Financial Accounting System - Individual Account		3103 - BEAM QA 3103 TEST COURT
Receipt Individual Account Journal Voucher Disbursement Administration	End Of Day Reports Forms Tool	₿0₩
		Register#: A2
	🚃 Case Summary 🚴 Personal 🜉 Interest 🕕 Addl Info(0) 🔀 History 🔌 Notice	es 👦 Links(0) 🔀 Restitution 👔 Forms
Individual Account		
* Case# : JA999999-18-01 🔞		Account Setup Date : 02/07/2018
Account Of : WHITE, SANDY	Address : 12 HIGH STREET, RICHMOND, VA 23222	Notice Date :
DOB :	SSN: 000-00-0000	DL# / State : /
Code Section :	Charge : G/A FEE 33180002-01-00	Civil Interest : 🔠 🕜
Last Activity Date : 02/07/2018	Last Payment Date :	
Account Activity		
Last Journal Voucher :	Last Disbursement :	
TSO :	TSO Claim# :	Sent to Collection :
Account Info		
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Incarcerated : 🔠 🕢	Interest Date : 02/07/2018	* FMS Account Type : V
Pay Start Date :	Term (Days) : 0	Term Amount :\$ 0.00 Calculate
Account Codes		
	Add Code Description	Assessed \$ Paid \$ Bal Due \$
	122 GUARDIAN AD LITEM	500.00 0.00 500.00
Code : Description : Amount :	Add Account Code	
Fines/Costs Assessed:\$ 500.00	Restitution :\$ 0.00 Fees Assessed :\$ 0.00	Total Assessed :\$ 500.00 Total Paid :\$ 0.00 Total Due :\$ 500.00
Fines/Costs Interest :\$ 0.00	Restitution Interest :\$ 0.00	

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Individual Account			
* Case# : JA999999-18-02 🔞		Account Setup Date : 02/07/2018	
Account Of : PEACOCK, GEORGE	Address : 32 LOW STREET, RICHMOND, VA 2	3222 Notice Date :	
DOB :	SSN: 000-00-0000	DL# / State :	/
Code Section :	Charge : G/A FEE JJ180002-01-00	Civil Interest : 💧 🕜	
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Fines/Costs Interest :\$ 0.00	Restitution Interest :\$ 0.00		



FAS Overview of Installment Time to Pay

Enter First Payment Date

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					Register#: A261
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Individual Account					
* Case# : JA003003-01-00 R		Account Setup Date : 06/	22/2016		
Account Of : BAKER, LAURA	Address: 970 GREEN STREET, VIRGINIA BEACH, VA 234	156 Notice Date : 09/	07/2016		
DOB: 02/28/1973	SSN: 111-11-1111	DL# / State : 24R	FSDF234 / GA		
Code Section : 18.2-57.2	Charge : ASSAULT & BATTERY-FAM MEMBER	Civil Interest :	0		
Last Activity Date : 12/29/2016	Last Payment Date : 12/29/2016				
Account Activity					
Last Journal Voucher :	Last Disbursement :				
TSO :	TSO Claim# :	Sent to C	ollection : 06/30/2017		
Account Info					
* Trial Date : 09/01/2016	Due Date : 03/13/2017	Status : COL 🛛 🕜 Case Typ	ie : CM 🕜		
Incarcerated : 👢 🕜	Interest Date : 12/29/2016	* FMS Account Type : 🔽 🕜			
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001 INT CRIM CHILD FUND		STATE INTEREST	5.84	5.84	0.00
110 FINES & FORFEITURES		CHCF	2.00	2.00	0.00
Z34 JAIL ADMISSION FEE	y Start Date : 05/01/2018	LOCAL INTEREST	0.29	0.29	0.00
243 LOCAL ACADEMY FEE		CHSF	10.00	10.00	0.00
461 MISDEMEANOR FEE		RESTITUTION	100.00	0.00	100.00
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Fines/Costs Interest :\$ 6.13	Restitution Interest :\$ 0.00	1000			-
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Enter Number of Term Day

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Account Of : BAKER, LAURA		Address : 970	D GREEN STREET, VI	RGINIA BEACH, VA 23456		Notice Date : 09/07/2016			
DOB : 02/28/1973		SSN : 111				DL# / State : 24RFSDF234	/ GA		
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243 LOCAL ACADEMY FEE	3.00	3.00					10.00	10.00	0.00
461 MISDEMEANOR FEE	61.00	61.00					100.00	0.00	100.00
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	estitution Interest :\$ 0.00								
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Enter Payment Amount

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		DOB: 02/28/1973			SSN : 1	11-11-1111				DL# / State : 24RFSDF234	/	GA	
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1	110	FINES & FORFEITURES		750.00	177.87	572.13	1	228	CHCF				
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461 MISDEMEANOR FEE		C: CRIMINAL UNPAID	, CIVIL UNPAID	00
ode : Description : Amoun		F: LIABILITY ONLY (B	ONDS, FTC.)	
Fines/Costs Assessed:\$ 866.00				
Fines/Costs Interest :\$ 6.13		P: PARTIAL (TIME-TO	PAY, DEFERRED PAYMENT) AND CIVIL UNPA
		T. TRAFFIC UNDATE		
	n	T: TRAFFIC UNPAID		
		•		•
	COCOT			4

DMV – TTP Notification

t Individual Account Journal Vo	ucher Disbursem	ent Administration End Of Day Reports Forms Tool						🙂 🛈 🗒
								Register#
		🔲 Case Summary 🛛 🔏 Perso	nal 📆 Interest 🕕 Addl Info(0) 🔀 History 🛕 Notice	es 🌄	Links(0) 🕞 Restitution 🕞 Forms			
dividual Account								
	# : JA003003-01-0 of : BAKER, LAURA		Address : 970 GREEN STREET, VIRGINIA BEACH, VA	4 23456	Account Setup Date : 0 Notice Date : 0			
	DB: 02/28/1973		SSN: 111-11-1111		DL# / State : 2	4RFSDF234 /	GA	
	on: 18.2-57.2		Charge : ASSAULT & BATTERY-FAM MEMBER		Civil Interest :			
Last Activity Da	ite : 12/29/2016	Last P	ayment Date : 12/29/2016		1			
	Status :	NEW 🕜 i		b.				
					Sent to	Collection : 06/30/2017		
ount Info		APL : APPEALED	<u>^</u>					
* Trial Date : 09 Incarcerated : 0		DAUK - DAAUKDURTOV			Status : NEW Case T FMS Account Type : P 2	уре: СМ 🕜		
Pay Start Date : 05		BNK : BANKRUPTCY			Term Amount :\$ 50.00 Calcu	late		
stitution Information		224 : CIVIL NOTICE TO	PAY					0
Add Code Descript		COM : COMMONWEALTH	ATTORNEY COLLEC		Description	Assessed \$	Paid \$	Bal Du
V 001 INT CRIN					TATE INTEREST	5.84	5.84	0
110 FINES &	_	EST : ESTATE			HCF	2.00	2.00	C
J 234 JAIL ADN	-	NEW: NEW TIME TO PAY	,		OCAL INTEREST	0.29	0.29	C
✓ 243 LOCAL A ✓ 461 MISDEM	_	NEW. NEW HITE TO FAI			HSF RESTITUTION	10.00	10.00	0 100
e: Description :		225 : NOTICE TO PAY			ESTITUTION	100.00	0.00	
Fines/Costs Ass Fines/Costs In		OTH : OTHER			Total Assessed :\$ 972.13 Tota	al Paid :\$ 300.00	Total Due :\$ 6	72.13
		COL : PRIVATE COLLECT	TONS					
		4			ave Back			

Calculated New Due On Date

Financial Accounting System - Individual Account									330) - ROUNTRE	come ckiname, ckin E JUVENILE AND DO	HES 🕑 Help
pt Individual Account Journal Voucher Disbursement Administration	n End Of Day Reports Forms Tool										000
											Register#
	Case Summary 🔏 Per	sonal 🔜 Interest	🕕 Addi Info(0) 🔀	History 🛕	Notices [Links(0) 📑 Restitu	tion 🕞 Forms				
ndividual Account											
• Case# : JA003003-01-00 🛛 🔞							Account Setu	p Date : 06/22/2016			
Account Of : BAKER, LAURA		Address : 9	70 GREEN STREET, VI	RGINIA BEAG	CH, VA 234	56	Notic	e Date : 09/07/2016			
DOB: 02/28/1973		SSN : 1	11-11-1111				DL#	/ State : 24RFSDF234	/ GA		
Code Section : 18.2-57.2		Charge : A	SSAULT & BATTERY-F	AM MEMBER			Civil 1	nterest : 📳 🕜			
Last Activity Date : 12/29/2016	Last	Payment Date : 1	2/29/2016								
ccount Activity											
Last Journal Voucher :		Last Di	bursement :								
TSO :			SO Claim# :					Sent to Collection	: 06/30/2017		
ccount Info											
• Trial Date : 09/01/2016	Due Date :	06/10/2019	2				Status : COL	Case Type : CM	0		
Incarcerated : 3 🕜	Interest Date :					FMS Acc	count Type : P				
Pay Start Date : 05/01/2018	Term (Days) :							00 Calculate			
	(00)0)							Concost .			
estitution Information		Due	Date :	06	10/	2010					00
Account Codes		Due	Date .	00/	10/	2019					
Add Code Description	Assessed \$	_					_		Assessed \$	Paid \$	Bal Due
001 INT CRIM CHILD FUND	15.00								5.84	5.84	0.00
V 110 FINES & FORFEITURES	750.00	177.87	572.13	K.	228	CHCF			2.00	2.00	0.00
234 JAIL ADMISSION FEE	25.00	25.00	0.00	1	242	LOCAL INTEREST			0.29	0.29	0.00
243 LOCAL ACADEMY FEE	3.00	3.00	0.00	1	244	CHSF			10.00	10.00	0.0
461 MISDEMEANOR FEE	61.00	61.00	0.00	1	520	RESTITUTION			100.00	0.00	100.0
de : Description : Amount :	Add Account Code										
Fines/Costs Assessed:\$ 866.00	Restitution :\$ 100.00		Fees Assessed :\$ 0.0	0		Total Assessed	\$ 972.13	Total Paid :\$ 3	00.00	Total Due :\$ 6	72.13
Fines/Costs Interest :\$ 6.13	Restitution Interest :\$ 0.00										
			Clerk ID :								
		carceration Info	Calculate Totals								

Linking Installment TTP

• Non restitution cases ONLY

- Set up Primary case as a TTP
- Establish Link
 - Changes will BREAK the Link
 - Unlink Make changes Relink

Set-up Primary Case

Financial Accounting System - Individual Account								Welc 330J - ROUNTREE	come ckiname, ckfna E JUVENILE AND DO	MES ? Help
eipt Individual Account Journal Voucher Disbursement Administration	End Of Day Reports Forms Tool									000
Individual Account has been saved successfully.										Register#
	Case Summary 🔏 Perso	onal 📆 Interest 🥡	Addl Info(0) 🔀	History 🛕	Notices	Links(0) 📑 Restitution 📑 Forms				
Individual Account										
* Case# : JA000080-01-00 🛛 🕄						Account Se	tup Date : 06/24/2015			
Account Of : RICHARDS, DEEDEE		Address : 876 9	SECOND STREET, P	ORTSMOUT	H, VA 2370	L No	ice Date : 06/25/2015			
DOB: 04/05/1980		SSN: 344-	22-6890			DL	/ State : F34BBS45	/ MD		
Code Section : 18.2-57.2		Charge : ASSA	AULT & BATTERY-FA	AM MEMBER		Civil	Interest : 💷 🕜			
Last Activity Date : 02/20/2018	Last F	ayment Date : 01/0	6/2016							
Account Activity										
Last Journal Voucher : 01/06/2016		Last Disbur	sement :							
TSO: 06/30/2015		TSO	Claim# : 0000000	0			Sent to Collection	: 06/24/2015		
Account Info										
* Trial Date : 06/02/2014	Due Date :	08/16/2018				Status : NEW	Case Type : CM	0		
Incarcerated : 📒 🕜	Interest Date :	01/06/2016				* FMS Account Type : P 🛛 😮				
Pay Start Date : 05/15/2018	Term (Days) :	31				Term Amount :\$ 2	5.00 Calculate			
Account Codes										
Add Code Description	Assessed \$	Paid \$	Bal Due \$	Add	Code	Description		Assessed \$	Paid \$	Bal Due
001 INT CRIM CHILD FUND	15.00	0.00	15.00	1	109	STATE INTEREST		6.11	6.11	0.00
201 FINES & FORFEITURES	50.00	0.00	50.00	1	228	CHCF		2.00	0.00	2.00
✓ 241 E-SUMMONS FEE	5.00	0.00	5.00	1	242	LOCAL INTEREST		5.99	5.99	0.0
243 LOCAL ACADEMY FEE	3.00	0.00	3.00	1	244	CHSF		10.00	0.00	10.0
461 MISDEMEANOR FEE	61.00	47.90	13.10							
Code : Description : Amount :	Add Account Code									
Fines/Costs Assessed:\$ 146.00	Restitution :\$ 0.00	F	ees Assessed :\$ 0	00		Total Assessed :\$ 158.10	Total Paid :	\$ 60.00	Total Due :\$ 9	8 10
Fines/Costs Interest :\$ 12.10	Restitution Interest :\$ 0.00									
			Clerk ID :							
	Incorporation	Info Coco Dotailo	H/D Calculate	a Tatala	udd to Cort	Receipt Save Back				
	incarceration	tino Case Details	n/D Calculat	e rotais	and to cart	Receipt Save Dack				

Linking Cases Step 1 - Select Link

ipt Individual Account Journal Voucher Disbursement Admi	nistration End Of Day Reports Forms Tool							(0 🗉
Individual Account has been saved							/		Register#
	imary 🚴 Personal 📷	Interest	🕕 Addl In	fo(0)	⊠н	listory 🛕 Notices 🗔 Li	nks(0) 📑 Restitution	Forms	
ndividual Account									
* Case# : JA000080-01-00 🛛 🔞						Account Set	up Date : 06/24/2015		
Account Of : RICHARDS, DEEDEE			SECOND STREET, F	PORTSMOUTH	, VA 2370:		ce Date : 06/25/2015		
DOB: 04/05/1980		SSN: 344					/ State : F34BBS45 / MD		
Code Section : 18.2-57.2 Last Activity Date : 02/20/2018		Charge : AS t Payment Date : 01/	SAULT & BATTERY-F	AM MEMBER		Civil	interest : 💷 🕜		
ccount Activity	Las	t Payment Date : 01/	00/2016						
· · · · · · · · · · · · · · · · · · ·									
Last Journal Voucher : 01/06/2016 TSO : 06/30/2015		Last Disbu	Irsement : 0 Claim# : 0000000	0			Sent to Collection : 06/24/2015		
ccount Info									
* Trial Date : 06/02/2014	Due Date	: 08/16/2018				Status : NEW	Case Type : CM		
Incarcerated : 8 (2)		: 01/06/2016				* FMS Account Type : P	Case Type : CM		
Pay Start Date : 05/15/2018	Term (Days)						.00 Calculate		
Account Codes	(cu))						Calculate		
Add Code Description	Assessed \$	Paid \$	Bal Due \$	Add	Code	Description	Assessed \$	Paid \$	Bal D
001 INT CRIM CHILD FUND	15.00	0.00	15.00	5	109	STATE INTEREST	6.11	6.11	(
201 FINES & FORFEITURES	50.00	0.00	50.00	×	228	CHCF	2.00	0.00	
V 241 E-SUMMONS FEE	5.00	0.00	5.00	4	242	LOCAL INTEREST	5.99	5.99	
243 LOCAL ACADEMY FEE	3.00	0.00	3.00	1	244	CHSF	10.00	0.00	1
461 MISDEMEANOR FEE	61.00	47.90	13.10						
de : Description : Am	ount : Add Account Code								
Fines/Costs Assessed:\$ 146.00	Restitution :\$ 0.00		Fees Assessed :\$ 0	.00		Total Assessed :\$ 158,10	Total Paid :\$ 60.00	Total Due :\$ 98.	10
Fines/Costs Interest :\$ 12.10	Restitution Interest :\$ 0.00								
			Clerk ID :						

Linking Cases Step 2 - Add Link

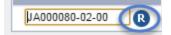
Financial Accounting System - Individual A	ccount					Welo 330J - ROUNTREE	JUVENILE AND DOMES (2) Help
ceipt Individual Account Journal Voucher Disbursement	Administration End Of Day Reports For	ms Tool					0
Individual Account has been saved successfully.							Register#: A
	Case Summa	ry 🖧 Personal 📷 Interest (🕽 Addl Info(0) 🛛 History 🔺	Notices 🐻 Links(0) 📑 Rest	titution Forms		
Individual Account							
* Case# : JA000080-01-00					Account Setup Date : 0	06/24/2015	
Account Of : RICHARDS, DEEDEE		Address : 876	SECOND STREET, PORTSMOUTH	I, VA 23701	Notice Date : 0	06/25/2015	
DOB : 04/05/1980		SSN: 344-	22-6890		DL# / State : F	34BBS45 / MD	
Code Section : 18.2-57.2		Charge : ASS	AULT & BATTERY-FAM MEMBER		Civil Interest :	8 ?	
Last Activity Date : 02/20/2018		Last Payment Date : 01/0	6/2016				
Account Activity							
Last Journal Voucher : 01/06/2016		Last Disbu	rsement :				
TSO : 06/30/2015		TSO	Claim# : 00000000		Sent to	Collection : 06/24/2015	
Account Info							
* Trial Date : 06/02/2014	al Date : 06/02/2014 Due Date : 06/16/2018 Status :					Type : CM 🕜	
Incarcerated : 3 ?		Interest Date : D1/06/2016					
Pay Start Date : 05/15/2018		rm (Days) : 31			erm Amount :\$ 25.00 Calcu	late	
Account Codes	16	(Days). 51		1	23.00 Calc	hate	
Links - JA000080-01-00				D D-4-		Reference Da	2 *
Case#	Account Of	SSN	Trial Date	Due Date	Account Status	Balance Due	e Remove
			No data available				
							Add Link

Linking Cases

Step 3 - Enter Case Number

Financial Accounting System - Individual Account						Welcome ckin 330J - ROUNTREE JUVENI	IE AND DOMES Phelp
Receipt Individual Account Journal Voucher Disbursement Administrat	ion End Of Day Reports Forms T	ool					0 O 0 6
Individual Account has been saved successfully.							Register#: A26
	🔲 Case Summary 🛛 🦧	Personal 📷 Interest 🕕 Ad	ldl Info(0) 🔀 History 🛕 Noti	ces 🐻 Links(0) 📑 Restitutio	n 🕞 Forms		
Individual Account							
* Case# : JA000080-01-00 🛛 🔞			Account Setup Date : 06/24/2015	5			
Account Of : RICHARDS, DEEDEE		Address : 876 SEC	OND STREET, PORTSMOUTH, VA	23701	Notice Date : 06/25/2015	5	
DOB : 04/05/1980		SSN: 344-22-6	890		DL# / State : F34BBS45	/ MD	
Code Section : 18.2-57.2		Charge : ASSAULT	8 BATTERY-FAM MEMBER		Civil Interest : 🔳 🕜		
Last Activity Date : 02/20/2018		Last Payment Date : 01/06/20	116				
Account Activity							
Last Journal Voucher : 01/06/2016		Last Disbursem	ient :				
TSO : 06/30/2015		TSO Clai	m#: 0000000		Sent to Collection	n : 06/24/2015	
Account Info							
* Trial Date : 06/02/2014	Due D	ate : 08/16/2018			Status : NEW O Case Type : CM	1 0	
Incarcerated · R Q	Interest D	ate 01/06/2016		* EMS Accou	unt Type : P		
Links - JA000080-01-00							8 ×
Type : Time to Pay Restitution							
Case#	Account Of	SSN	Trial Date	Due Date	Account Status	Balance Due	Remove
			CIERK ID :				
	Incarcer	ation Info Case Details H	A/D Calculate Totals Add t	o Cart Receipt Save Ba	ck		

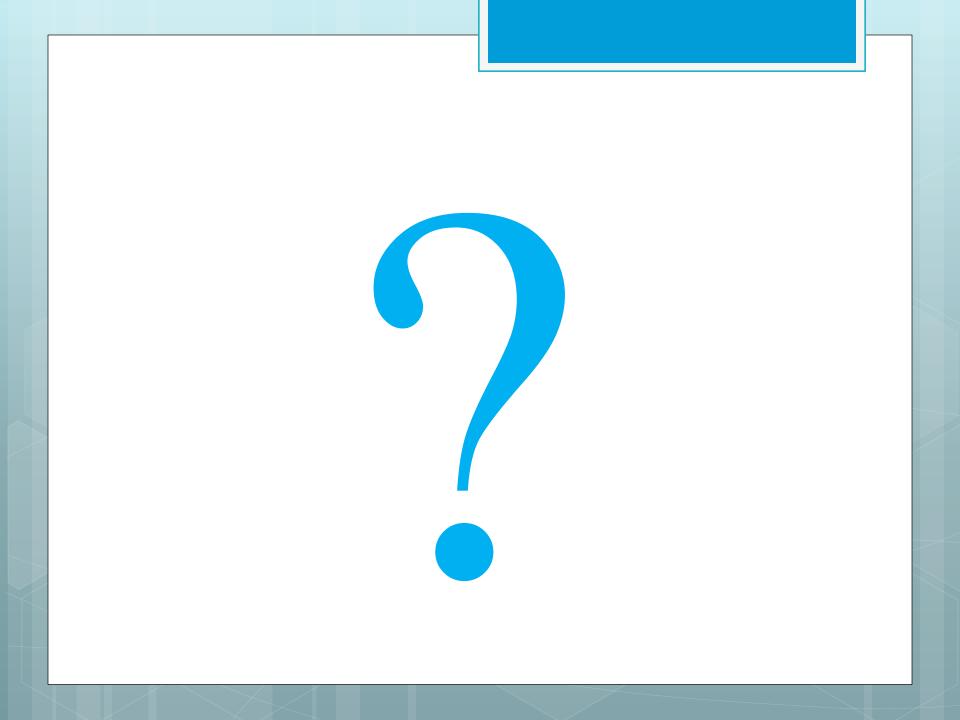
Linking Cases Step 4 – Retrieve



Financial Accounting System - Indiv	vidual Account					Welcome ckinam 330J - ROUNTREE JUVENILE	AND DOMES	
t Individual Account Journal Voucher Disburs	ement Administration End Of Day Reports Fo	rms Tool					0 0	
ndividual Account has been saved successfully.							Registe	
	Case Summ	ary 🖧 Personal 📆 Interest 🕧 /	Addl Info(0) 🔀 History 🔺 No	tices 🐻 Links(0) 📑 Restitutio	n 🕞 Forms			
dividual Account								
* Case# : JA000080-0	1-00 R				Account Setup Date : 06/24/2015			
Account Of : RICHARDS,	DEEDEE	Address : 876 SE	COND STREET, PORTSMOUTH, V	/A 23701	Notice Date : 06/25/2015			
DOB : 04/05/1980		SSN: 344-22	-6890		DL# / State : F34BBS45	/ MD		
Code Section : 18.2-57.2		Charge : ASSAU	LT & BATTERY-FAM MEMBER		Civil Interest : 👢 🕜			
Last Activity Date : 02/20/2018		Last Payment Date : 01/06/2	2016					
count Activity								
Last Journal Voucher : 01/06/2016		Last Disburse	ment :					
TSO : 06/30/2015		TSO CI	aim#: 00000000		Sent to Collection :	06/24/2015		
count Info								
* Trial Date : 06/02/2014		Due Date : 08/16/2018			Status : NEW 🕜 Case Type : CM	0		
Incarcerated : 📧 📀	In	terest Date : 01/06/2016		* FMS Accou	unt Type : P 🕜			
Pay Start Date : 05/15/2018	т	erm (Days) : 31		Term Amount :\$ 25.00 Calculate				
count Codes								
							_	
Case#	Account Of	SSN	Trial Date	Due Date	Account Status	Balance Due	Remove	
JA000080-02-00	RICHARDS, DEEDEE	XXX-XX-6890	06/02/2014	04/22/2019	х	182.84	*	
	901,	90.5F	15.10					
e : Description :	Amount : Add Acco	unt Code						
Fines/Costs Assessed:\$ 146.00 Fines/Costs Interest :\$ 12.10	Restitution :\$ 0.00 Restitution Interest :\$ 0.		es Assessed :\$ 0.00	Total Assessed	:\$ 158.10 Total Paid :\$	60.00 Total	Due :\$ 98.10	
			Clerk ID :					
		Incarceration Info Case Details						

Linking Cases Step 5 - Save Clerk ID : Save

Financial Accounting System - Individual Account	Welcome cklaame, ckfname 330J - ROUNTREE JUVENILE AND DOMES
Receipt Individual Account Journal Voucher Disbursement Administration End Of Day Reports Forms Tool	0 0 0 C
Individual Account has been saved successfully.	Register#: A26)
🗐 Case Summary 🔥 Personal 👼 Interest 🕕 Addl Info(0) Z History 🛕 Notices 🗔	Links(0) 📑 Restitution 📑 Forms
Individual Account	
• Case≠:]A000080-01-00 🚯	Account Setup Date : 06/24/2015
Links - Type : • Time to Pay • Restitution	1.1.1.1. A.1.1. AP/AP/AAF
Case# Account Of SSN Trial Date Due I	Date Account Status Balance Due Remove
No data available	
	Add Link Bal Due S
Clerk ID : Save	2.05 0.00 10.09
Fines/Costs Interest :\$ 12.10 Restitution Interest :\$ 0.00	
Clerk ID :	Receipt Save Back



Thank you for participating today. I hope you found this training beneficial.