

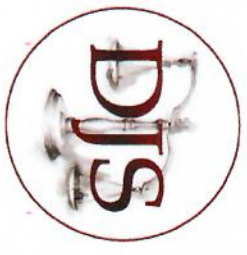


GENERAL DISTRICT COURTS RESTITUTION RECONCILIATION & INCARCERATION



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General District Court Team

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Restitution



Dedicated to the Justice
System and Service to Courts

Statutory Authority § 19.2-305

- I. If restitution pursuant to § 19.2-305 or this section is ordered to be paid by the defendant to the victim of a crime or other entity, and the Criminal Injuries Compensation Fund has made any payments to or on behalf of the victim for any loss, damage, or expenses included in the restitution order, then upon presentation by the Fund of a written request that sets forth the amount of payments made by the Fund to the victim or on the victim's behalf, the entity collecting restitution shall pay to the Fund as much of the restitution collected as will reimburse the Fund for its payments made to the victim or on the victim's behalf.
- J. Whenever a defendant is ordered to pay restitution, any sums collected shall be used first to satisfy such restitution order and any collection costs associated with restitution prior to being used to satisfy any fine, forfeiture, penalty, or cost assessed against the defendant.



DCC317 Order for Restitution

- Form to be prepared by Commonwealth's Attorney when present

ORDER FOR RESTITUTION

Commonwealth of Virginia VA. CODE § 19.2-305.1

Case No(s)

General District Court Circuit Court

Juvenile and Domestic Relations District Court

CITY OR COUNTY

In re:

Commonwealth of Virginia

v.

DEFENDANT JUVENILE

.....

ADDRESS OF DEFENDANT JUVENILE

DATE OF BIRTH

SOCIAL SECURITY NO. (LAST 4 DIGITS ONLY)

CITY

STATE

ZIP

TELEPHONE NO.

Having considered all relevant and material evidence presented as to restitution, the court ORDERS as follows:

THE DEFENDANT/JUVENILE IS ORDERED TO PAY RESTITUTION OF \$

with interest accruing at the legal rate from

the date of loss or damage of

DATE

the date of this order

DATE

PAYMENT TO THE CLERK'S OFFICE OF THIS COURT IS DUE IN FULL BY

DUE DATE



DC317 Order of Restitution Continued

JUDGE DATE

The defendant/juvenile shall pay restitution as follows (if applicable):

as part of an approved payment agreement in accordance with Va. Code § 19.2-354 for the payment of any fines, costs, restitution and other amounts owed; however, payment of restitution is still due in full by the due date above beginning [] after release from incarceration.

in payments of \$ _____ per _____ [] after release from incarceration beginning [] DATE PERIOD OF TIME PERIOD OF TIME

as described in the payment plan submitted by the defendant/juvenile which is incorporated in this order. []

Restitution shall be monitored by local probation Probation and Parole (circuit court) CSU

A hearing will be held on _____ HEARING DATE AND TIME to review compliance with this order.

Payment of restitution shall be made on behalf of the following victim(s): Supplemental sheet incorporated.

Victim 1: _____ in the amount of \$ _____

Victim 2: _____ in the amount of \$ _____

Victim 3: _____ in the amount of \$ _____

A proportional percentage of a payment shall be paid to each victim. Each victim should be fully paid in the above order.

Restitution to be paid by the defendant/juvenile jointly and severally with the following convicted/adjudicated delinquent persons and any other co-defendants convicted/adjudicated delinquent:

DEFENDANT JUVENILE DEFENDANT JUVENILE

DATE OF BIRTH SOCIAL SECURITY NO. (LAST 4 DIGITS ONLY) DATE OF BIRTH SOCIAL SECURITY NO. (LAST 4 DIGITS ONLY)

ADDRESS ADDRESS

CITY STATE ZIP CITY STATE ZIP

TELEPHONE NO. TELEPHONE NO.

The amount of restitution shall be docketed as a judgment. Supplemental sheet incorporated.

Note: Any money paid by the defendant/juvenile will be paid first to restitution, and any collection costs associated with restitution.

DATE JUDGE

I acknowledge that I received a copy of this page at sentencing.

DEFENDANT/JUVENILE

Dedicated to the Justice System and Service to Courts



CMS Update Screen

H CRIM H/D UPDATE CMSGP351

CASE # GC14000077-00 DEF DOE, JOHN PRSNT HWY N BIC N

DOC AG DOB 111154 RACE 0 SEX M STATUS S C M B VCC

CHG DESTRUCT PROP/MONUMENT CD 18,2-137 TP M 999999999

DEF ATTY SMITH, J ATTY TYPE A

NBR	DATE	TIME	F/W/C	CONT	TYPE	JUDGE	CTRM	PLEA	MIN
01	020614	0900AM				AAA	2		000
02	000000	0000_M							000
03	000000	0000_M							000

F DISP NOTICES N ATTN C M B VCC

ACG CD TP

460	461	462	244	001	121	137	234	243	IM	ID	MD	DNA
110	\$.00	CODE 520	500	\$.00	CODE				\$.00			
	FINE	SUSP			COSTS				\$.00	TTP		CSO
	F/C DUE	000000	F/C PAID	IND	F/C PAID	DATE	000000			COURT	ORD	SUSP
	REST ORDERED	X	REST	500	\$.00	REST	DUE	000000		NDS		

SENTENCE 00M000000H SENT SUSP 00M000000H C/S

OL SUSP 00Y00M00D OL SUR OL C/S CMV N HAZ MAT N CDL N

DC 210 DIC VASAP OL RES START DT 000000 END DT 000000

PROB TYPE PROB TIME 00Y00M00D PROB START APPEALED 000000

REMARKS

CASE = (E) NTRY, (N) EXT, (U) PDATE H = H/D UPDATE Q = SUB ACTION F = FORWARD
 P=FMS L=PAST HEAR R=H/S DISP X=NAME INDEX Y=INACTIVE F12=IMAGING A=ADDL INFO

FMS SUMMUN Field

- Accounts established on and after November 15, 2017, SUMMUN is set to N
- Y is not allowed
- Accounts with an Y can change to N, but cannot change from N to Y

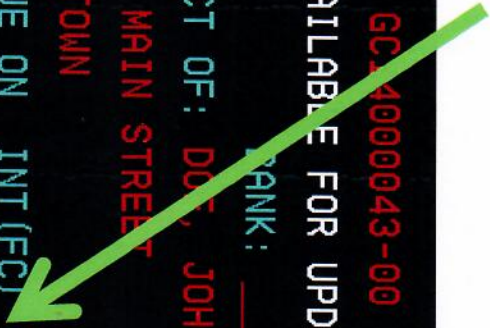
```
CASE : GC14000043-00 ACCOUNT UPDATE (SETUP 01/29/14) FASPI300
RECORD AVAILABLE FOR UPDATE SCRTID:
USER ID: BANK: SSN: 595 - 95 - 9595 DOB: 11111954 TYPE: M DIS: G
BUS: ACCT OF: DOE, JOHN
ADDR: 123 MAIN STREET
CITY: ANYTOWN STATE: VA ZIP: 99999
TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
012914 012914 012914 MDDYY MDDYY MDDYY MDDYY 012914 MDDYY MDDYY
FMS: C IN N TP-DATE: MMDDCCYY TERM: 0 AMT: $.00 LINK: -00
SUMUN: N TO DISB: $.00 REST 1ST: ACT: BK: PG:
OLNUM: T59595959 OL ST: VA CIVINT: ATTY: A
```



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FMS Interest Field

```
CASE: GC14000043-00 ACCOUNT UPDATE (SETUP 01/29/14) FASFP1300
RECORD AVAILABLE FOR UPDATE SCRTID:
USER ID: _____ RANK: _____ SSN: 595 - 95 - 9595 DOB: 11111954 TYPE: M DIS: G
BUS: _ ACCT OF: DOT, JOHN
ADDR: 123 MAIN STREET
CITY: ANYTOWN STATE: VA ZIP: 99999
TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
012914 01292014 012914 MMDDYY MMDDYY MMDDYY MMDDYY 012914 MMDDYY MMDDYY
FMS: C INC: N TP-DATE: MMDDCCYY TERM: 0 AMT: $.00 LINK: _____ -00
SUMUN: N TO DISB: $.00 REST 1ST: _ ACT: _ BK: _ PG: _
OLNUM: T59595959 OL ST: VA CIVINT: ATTY: A
```



Note the DUE On Date is for fines, costs and restitution



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FMS Restitution First Field

```
CASE: GC17000026-00 ACCOUNT UPDATE (SETUP 06/07/17) FASFP1300
RECORD AVAILABLE FOR UPDATE SCRTID: 230G
USER ID: BANK: SSN: 230 - 15 - 1420 DOB: 09251958 TYPE: M DIS: G
BUS: ACCT OF: DOE, JANE J.
ADDR: 122 FOX HILL DEN
CITY: ROANOKE STATE: VA ZIP: 24018
TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DIS ACTIVITY COL TSO
051817 05182017 100317 MMDDYY MMDDYY MMDDYY MMDDYY 100317 092917 MMDDYY
FMS: C INC: TP-DATE: MMDDCCYY TERM: 0 AMT: $ .00 LINK: -00
SUMUN: N TO DISB: $.00 REST 1ST: Y ACT: TAX BK: PG:
OLNUM: T12345678 OL ST: VA CIVINT: ATTY: A
```

- All payments post to restitution first effective July 1, 2017. Includes 499 if delinquent.



Recipient Information


- Who is to be paid/victim
- Address of payee
- Amount to be paid to payee



Routing to Recipient Panel

- Select SHIFT + F3 to route to recipient panel

```
CHARGE:  DESTRUCT  PROP/MONUMENT      CITE:  18.2-137
F16=FORWARD  F17=BACK  F18=DC-30  F19=DC210  F20=PRI-CASE
F9=HIST  F10=H/D  F11=INT  F12=RECEIPT  F13=NOTICES  F14=LINKS  F15=RECIPIENT
F1=FMS  F2=INDV  F3=UPDATE  F4=INQ  F5=S/OL  F6=BROWSE  F7=INFO
```



FMS Recipient Panel

- Tracks amounts:
 - Paid
 - Amount
 - Distributed
- Check number of disbursement

```
USER ID:          CASE: GC14000043-00  RECIPS: 1  FASP1700
UPDATE/ADD RECIPIENT DATA AND PRESS F3 TO ENTER
01 BUS  RECIP SMITH, JANE
  ADDR1: 456 WALL STREET
  ADDR2:
  CI/S/Z: ANYTOWN
                                PD: _____
                                AMOUNT: $100.00
                                DISTRIBUTED: $.00
                                INT: $100.00
                                VA 99999
                                COURT ID: _____
```



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FMS Revenue Account Codes

- 520=Restitution amount ordered
- 441=Restitution Interest (if ordered)



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FMS Receipting

CASHIER:		DISTRICT COURT - CRIMINAL		FASP5100	
TENDERED AMOUNT HAS BEEN ALLOCATED					
CMS TYPE:	M	DC210:	Y	CLS:	Y
ATTY:	A	INT:	Y	CASE:	GC170000026-00
P: Y BUS: ACCT: DOE, JANE J.					PAY: P
ADR: 122 FOX HILL DEN					VA 24018
BUS: RECD: DOE, JANE J.					
OFFDT: 050117 DOB: 092558					
INTEREST: 100317 SSN: 230					45678
DESCRIPTION: TRY: 05/18/17					
: OFF: 05/01/17					06/30/17 U
MPH: 0 0 DUE: 051817 HWY					18.2-137
X	CODE	PAID		ID	BAL
1	001	\$0.00			\$1.00
1	109	\$0.00			\$10.00
1	110	\$0.00			\$5.00
1	120	\$0.00			\$61.00
1	228	\$0.00			\$91.80
1	234	\$0.00			\$200.00
1	242	\$0.00			\$0.00
TENDER: 0		AMOUNT:	\$50.00	TENDER: 0	AMOUNT:
CHECK:				CHECK:	
TENDERED:		\$0.00	TOTAL PAID:	\$50.00	CHANGE:
AMT. OWED:		\$639.23	LOCALE:	COMMONWEALTH OF VA	
F1=FMS MENU		F2=RCPT MENU	F3=ENTRY	F4=ALLOCATE	F8=INDV INQ

On partial payments, and account is delinquent, payment is made to 499 and 520



Payment Posted

CASE: GC17000016-00 ACCOUNT UPDATE (SETUP 05/19/17) FASPP1300
 RECORD AVAILABLE FOR UPDATE SCRTID: 230G
 USER ID: BANK: SSN: 230 - 15 - 0420 DOB: 10251958 TYPE: M DIS: G
 BUS: ACCT OF: DOE, JANE T.
 ADDR: 922 FOX HILL DEN
 CITY: ROANOKE STATE: VA ZIP: 24018
 TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
 051917 05192017 072417 MMDDYY 072417 MMDDYY MMDDYY 072417 MMDDYY
 FMS: C INC: TP-DATE: MMDDCCYY TERM: 0 AMT: \$.00 LINK: -00
 SUMUN: N TO DISB: \$21.37
 OLNUM: NONE OL ST: CIVINT: ATTY: A PG:

CODE	ASSESSED	BALANCE DUE	CODE	ASSESSED	BALANCE DUE
001	\$15.00	\$15.00	228	\$3.00	\$3.00
	\$1.29	\$1.29	242	\$.09	\$.09
	\$100.00	\$100.00	243	\$1.00	\$1.00
	\$120.00	\$120.00	244	\$10.00	\$10.00
	\$10.00	\$10.00	2X0	\$5.00	\$5.00
		TSO: 000000000		ASSESSED:	\$498.63
		225: 10/02/2017		BALANCE DUE:	\$473.63

CHARGE: DESTRUCT PROP/MONUMENT CITE: 18.2-137
 FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE
 H/D F11=INT F12=RECEIPT F13=NOTICES F14=LINKS F15=RECIPIENT
 INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO F8=INCAR INFO

Once received and processed, the restitution payment will appear in the TO DISB field for disbursement



USER ID: CASE: GC14000043-00 RECIPS: 1 COURT ID: FASP1700

UPDATE/ADD RECIPIENT DATA AND PRESS F3 TO ENTER

01 BUS RECIPIENT SMITH, JANE

ADDR1: 456 WALL STREET PD: _____ CHECK: \$100.00

ADDR2: _____ DISTRIBUTED: \$.00

CI/S/Z: ANYTOWN VA 99999 INT: \$.00

02 BUS RECIPIENT _____ PD: _____ CHECK: \$.00

ADDR1: _____ AMOUNT: \$.00

ADDR2: _____ DISTRIBUTED: \$.00

CI/S/Z: _____ INT: \$.00

03 BUS RECIPIENT _____ PD: _____ CHECK: \$.00

ADDR1: _____ AMOUNT: \$.00

ADDR2: _____ DISTRIBUTED: \$.00

CI/S/Z: _____ INT: \$.00

04 BUS RECIPIENT _____ PD: _____ CHECK: _____

ADDR1: _____ AMOUNT: _____

ADDR2: _____ DISTRIBUTED: _____

CI/S/Z: _____ INT: _____

To disburse the payment to the recipient, use F10 to route to the disbursement panel.

F14=LINKS F6=PAYOUTS F7=PAGE FORWARD F8=PAGE BACK F9=SHOW RECIPIENT
F1=FMS MENU F2=INDV MENU F3=UPDT RECIPIENT F4=INQ/UPDT ACCT F10=DISB



Dedicated to the Justice System and Service to Courts

Disbursement

DISBURSEMENT ENTRY

FASP3100

COURT: 200G

RECIPI: 01 OF 01

020514

66

FORMAT COMPLETE: ENTER CLERK-ID -

CLERK: RSN: R CASE: GC14000

BANK: 901 CHECK: SEQ: 00

BUS: PAYEE: SMITH, JANE

ADDR1: 456 WALL STREET

ADDR2:

ANYTOWN

Recipient Number
must be listed on
Memo 2 line

MEMO1: DEF: DOE, JOHN

MEMO2: RECIPIENT 01

MEMO3:

Recipient Number

*----- CITY

ZIP +4

Restitution principal
and interest

CODE	AMOUNT	CODE	AMOUNT	CODE	AMOUNT	CODE	AMOUNT	CODE	AMOUNT
520	\$100.00	441	\$.66	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00
000	\$.00	000	\$.00	000	\$.00	000	\$.00	000	\$.00

F4=DISB FORMAT F5=DISB UPDATE F6=READ LAST DISB F1=FMS MENU F24=HELP
F3=DISB ENTRY F2=DISB MENU

Recipient Panel after Disbursement

- FMS logged:
- Paid Date
- Disbursement number
- Amount disbursed, including interest

```
USER ID:          CASE: GC14000043-00  RECIPS: 1          FASPI1700
UPDATE/ADD RECIPIENT DATA AND PRESS F3 TO ENTER          COURT ID:
01 BUS  RECIP SMITH, JANE
  ADDR1: 456 WALL STREET
  ADDR2:
  CI/S/Z: ANYTOWN
                                PD: 021014 CHECK: 901-8888888-00
                                AMOUNT: $100.00
                                DISTRIBUTED: $100.00
                                INT: $.66
                                VA 99999
```



CICF

- Criminal Injuries Compensation Fund
 - Can be a recipient and if so, is to be last in payment
 - CICF may submit in writing noting they have paid recipient and is now the recipient for the court
- Unclaimed Restitution
 - Revenue Code 413
 - Remitted yearly



USER ID: CASE: GC14000061-00 RECIPES: 1 FASP1700

UPDATE/ADD RECIPIENT DATA AND PRESS F3 TO ENTER COURT ID: 200G

01 BUS N RECIP SMITHSON, ARTHUR CHECK: _____

ADDR1: 1199 SNAPPDRAGON COURT INT: _____

ADDR2: _____ INT: _____

CI/S/Z: ANYTOWN VA 99999 INT: _____

The recipient amount has been reduced from \$500.00 to \$250.00 once the court received the order from CICF

02 BUS y RECIP criminal injuries comp fund PD: _____ CHECK: _____

ADDR1: P.O. box 26927 AMOUNT: 250 \$.00

ADDR2: _____ DISTRIBUTED: \$.00

CI/S/Z: richmond va 23261 INT: _____

03 BUS RECIP CHECK: _____

ADDR1: _____ \$.00

ADDR2: _____ \$.00

CI/S/Z: _____ INT: _____

CICF has been added as a recipient and the amount listed is the amount CICF has been ordered to receive.

04 BUS RECIP PD: _____ CHECK: _____

ADDR1: _____ AMOUNT: \$.00

ADDR2: _____ DISTRIBUTED: \$.00

CI/S/Z: _____ INT: \$.00

F14=LINKS F6=PAYOUTS F7=PAGE FORWARD F8=PAGE BACK F9=SHOW RECIP

F1=FMS MENU F2=INDV MENU F3=UPDT RECIPIENT F4=INQ/UPDT ACCT F10=DISB

Changing Recipient Allocation

- Can be changed if CICF is added as a recipient at later date.
- If judge orders recipients to be paid in a certain order.
- **NOTE:** Normal allocation to multiple recipients is allocated proportionally for each recipient.



Linked Accounts

- Items to keep in mind:
 - Cannot be linked to another court type
 - Such as GC/GT to JA/JJ or CR
 - Can link GC to GT
 - Cannot be linked to time to pay accounts
 - Amount of restitution ordered must be the same for each defendant



Linked Accounts in FMS

CASE: **GCL4000061-00** ACCOUNT UPDATE (SETUP 02/05/14) FASP1300

RECORD AVAILABLE FOR UPDATE SCRITID: 200G

USER ID: _____ BANK: _____ SSN: **595 - 95 - 9595** DOB: 11111954 TYPE: M DIS: G

BUS: **ACCT OF: DOE, JOHN**

ADDR: **123 MAIN STREET** STATE: **VA** ZIP: **99999**

CITY: **ANYTOWN**

TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO

020514 02052014 020514 **MDDYY MDDYY MDDYY MDDYY MDDYY MDDYY**

FMS: **C** INC: **N** TP-DATE: **MMDDCCYY** TERM: **0** AMT: **\$.00** **LINK: -00**

SUMUN: **N** TO DISB: **\$.00** REST 1ST: **ACT: BK: PG:**

OLNUM: **T59595959** OL ST: **VA** CIVINT: **ATT: A**

CODE	ASSESSED	BALANCE DUE	CODE	ASSESSED	BALANCE DUE
001	\$10.00	\$10.00	461	\$61.00	\$61.00
120	\$120.00	\$120.00	520	\$500.00	\$500.00
234	\$25.00	\$25.00	000	\$.00	\$.00
243	\$1.00	\$1.00	000	\$.00	\$.00
244	\$10.00	\$10.00	000	\$.00	\$.00

TSO: 00000000 ASSESSED: \$727.00
 225: MM DD/CCYY BALANCE DUE: \$727.00

CHARGE: **DESTRUCT PROP/MONUMENT** CITE: 18.2-137

F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE

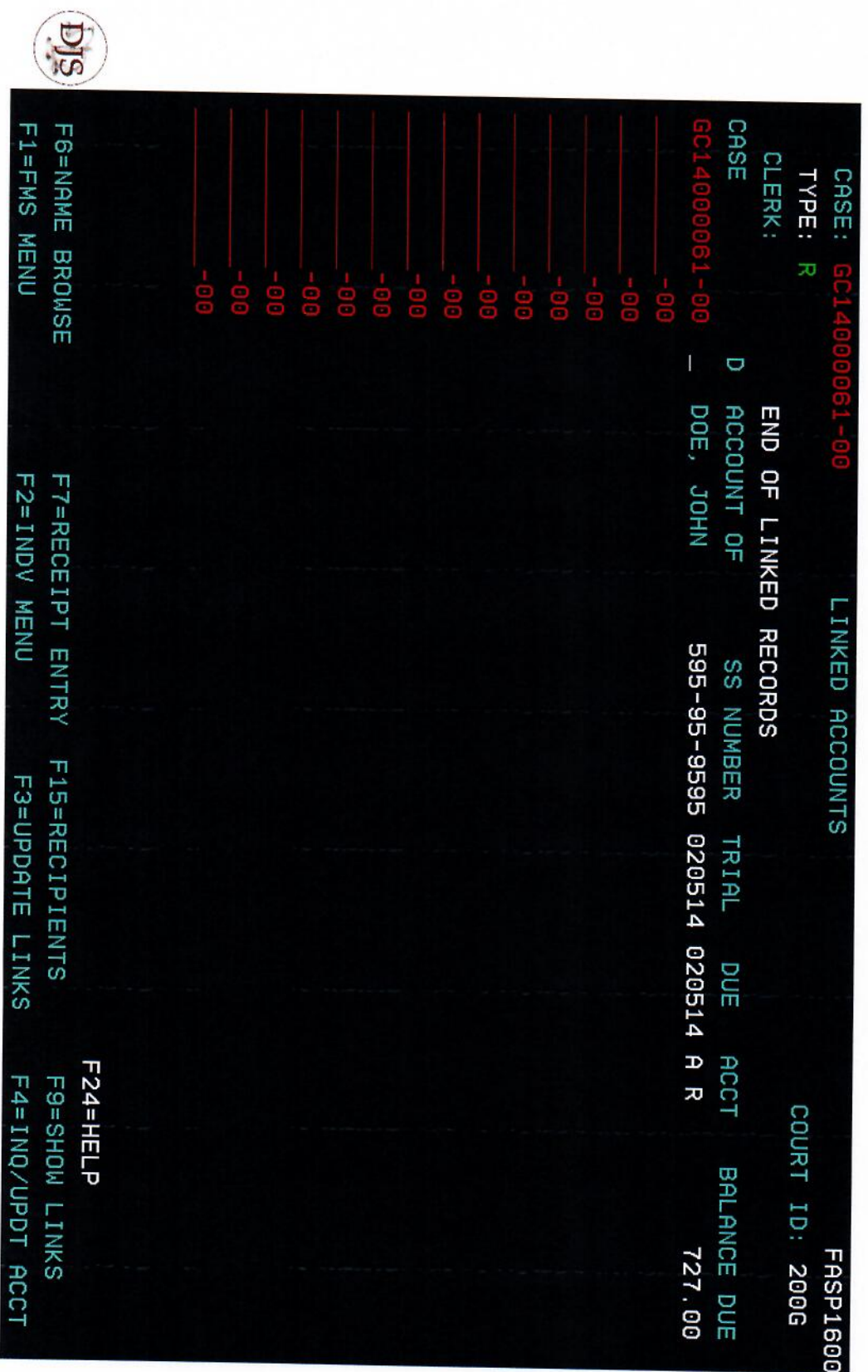
F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES **F14=LINKS** F15=RECIPIENT

F1=FMS F2=INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO



Linking Continued

- Entry screen to link restitution accounts together

The image shows a terminal window with a black background and white and red text. At the top, it displays 'CASE: GC140000061-00' and 'LINKED ACCOUNTS'. Below that, 'TYPE: R' and 'CLERK:' are shown. The main area contains a table with columns for 'CASE', 'D', 'ACCOUNT OF', 'SS NUMBER', 'TRIAL', 'DUE', 'ACCT', 'BALANCE', and 'DUE'. The first row of data shows 'GC140000061-00' for the case, 'D' for the type, 'DOE, JOHN' for the account of, '595-95-9595' for the SS number, '020514' for the trial number, '020514' for the due date, 'A R' for the account type, and '727.00' for the balance due. Below the table, there are several lines of red dashes and '-00'. At the bottom of the screen, there are several function key prompts: 'F6=NAME BROWSE', 'F7=RECEIPT ENTRY', 'F8=UPDATE LINKS', 'F9=SHOW LINKS', 'F1=FMS MENU', 'F2=INDV MENU', 'F3=UPDATE LINKS', 'F4=INO/UPDPT ACCT', and 'F24=HELP'. A 'DJS' logo is in the top right corner.

CASE: GC140000061-00 LINKED ACCOUNTS FASPI600

TYPE: R COURT ID: 200G


CLERK:

CASE	D	ACCOUNT OF	SS NUMBER	TRIAL	DUE	ACCT	BALANCE	DUE
GC140000061-00	D	DOE, JOHN	595-95-9595	020514	020514	A R	727.00	
							-00	
							-00	
							-00	
							-00	
							-00	
							-00	
							-00	
							-00	
							-00	
							-00	

F6=NAME BROWSE F7=RECEIPT ENTRY F15=RECIPIENTS F24=HELP

F1=FMS MENU F2=INDV MENU F3=UPDATE LINKS F9=SHOW LINKS

F8=UPDATE LINKS F4=INO/UPDPT ACCT



Linking Continued

- The second case is added and the accounts are linked.


CASE: **GC14000061-00** LINKED ACCOUNTS FASP1600
TYPE: R COURT ID: 200G

CLERK:

LINKS ESTABLISHED FOR THESE ACCOUNTS!

CASE	D	ACCOUNT OF	SS NUMBER	TRIAL	DUE	ACCT	BALANCE DUE
GC14000061-00	-	DOE, JOHN	595-95-9595	020514	020514	A R	727.00
GC14000062-00	-	SMITH, JAMES	646-46-4646	020514	020514	A R	727.00
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						
	-00						

F6=NAME BROWSE F7=RECEIPT ENTRY F15=RECIPIENTS F24=HELP
F1=FMS MENU F2=INDV MENU F3=UPDATE LINKS F4=INQ/UPDT ACCT
F9=SHOW LINKS



Linking Continued

- Note that the case is the PRIMARY case, and F14 is highlighted

```

CASE: GC14000061-00 ACCOUNT UPDATE (SETUP 02/05/14) FASPL300
RECORD AVAILABLE FOR UPDATE SCRTID: 200G
USER ID: BANK: SSN: 595 - 95 - 9595 DOB: 11111954 TYPE: M DIS: G
BUS: ACCT OF: DOE, JOHN
ADDR: 123 MAIN STREET
CITY: ANYTOWN STATE: VA ZIP: 99999
TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
020514 02052014 020514 MMDDYY MMDDYY MMDDYY 020514 MMDDYY MMDDYY
FMS: C INC: N TP-DATE: MMDDCCYY TERM: 0 AMT: $ .00 LINK: PRIMARY CASE
SUMUN: N TO DISB: $ .00 REST 1ST: ACT: BK: PG:
OLNUM: T59595959 OL ST: VA CIVINT: ATTY: H
CODE ASSESSED BALANCE DUE CODE ASSESSED BALANCE DUE
001 $10.00 $10.00 461 $61.00 $61.00
120 $120.00 $120.00 520 $500.00 $500.00
234 $25.00 $25.00 000 $ .00 $ .00
243 $1.00 $1.00 000 $ .00 $ .00
244 $10.00 $10.00 000 $ .00 $ .00
      TS0: 000000000 ASSESSED: $727.00
      225: MM/DD/CCYY BALANCE DUE: $727.00
CHARGE: DESTRUCT PROP/MONUMENT CITE: 18.2-137
F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE
F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES F14=LINKS F15=RECIPIENT
F1=FMS F2=INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO
  
```



Linking Continued

CASE: **GC14000062-00** ACCOUNT UPDATE (SETUP 02/05/14) FASPI300
 RECORD AVAILABLE FOR UPDATE SCRTID: 200G

USER ID: BANK: SSN: **646 - 46 - 4646** DOB: 12121954 TYPE: M DIS: G

BUS: ACCT OF: SMITH, JAMES

ADDR: 3356 STEEPLECHASE COURT

CITY: ANYTOWN

STATE: VA ZIP: 99999

TRIAL DUE ON INT (FC) INT-RT PAY DISB ACTIVITY COL TSO

020514 02052014 020514 MMDDYY 020614 MMDDYY MMDDYY

FMS: C INC: N TP-DATE: MMDDCCYY TEP \$1.00 LINK: **GC14000061-00**

SUMUN: N TO DISB: \$1.00 REST 1ST: Y ACT: 225 BK: PG:

OLNUM: **T64646464** OL ST: VA CIVINT: ATTY A

The primary account number is listed in the LINK field

CODE	ASSESSED	BALANCE DUE	CODE	ASSESSED	BALANCE DUE
001	\$10.00	\$10.00	461	\$61.00	\$61.00
120	\$120.00	\$120.00	520	\$500.00	\$450.00
234	\$25.00	\$25.00	000	\$1.00	\$1.00
243	\$1.00	\$1.00	000	\$1.00	\$1.00
244	\$10.00	\$10.00	000	\$1.00	\$1.00

TSO: 000000000 ASSESSED: \$727.00
 225: 02/06/2014 BALANCE DUE: \$677.00

CHARGE: DESTRUCT PROP/MONUMENT CITE: 18.2-137

F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE

F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES **F14=LINKS** F15=RECIPIENT

F1=FMS F2=INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO



Linking and Recipients

- Route from primary case to set up recipients when accounts are linked
- Once recipient information is entered on primary account, will appear on linked (secondary) account also



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Linking and Recipients

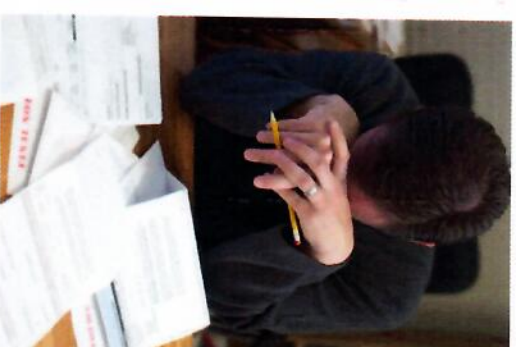
- If recipient data is posted to all accounts prior to linking:
- User will receive error message
- Enter "DELETE!" in name field to remove recipient data

```
USER ID:          CASE: GC17000027-00  RECIPS: 1  FASP1700
UPDATE/ADD RECI  DATE AND PRESS F3 TO ENTER  COURT ID: 230G
01 BUS  RECIP DELETE!  PD: _____ CHECK: _____
  ADDR1: 123 MAIN STREET  AMOUNT: $500.00
  ADDR2:  DISTRIBUTED: $ .00
CI/S/Z: ANYTOWN  VA 99999  INT: $ .00
```



Collections

- Effective July 1, 2013, accounts can be sent to collections once in default.
- 499 Increased rate fee will apply on the restitution amount. Not restitution interest.



Recommendation

- Courts should be encouraged at a minimum to hold restitution review hearings at or soon after the due date, where judges can be updated on a defendant's progress in paying the ordered restitution.



Recommendation

- If a clerk wishes to hold restitution funds received for a particular period of time or until the restitution funds equal a specific amount in order to avoid the disbursement of micro-checks, the clerk should have a written policy or a court order detailing how that will occur. The written policy or court order should include information about the cumulative amount at which the restitution funds will be disbursed or for what time period the funds will be held until disbursement. Should a clerk choose to not immediately disburse restitution funds upon receipt, the funds should be held for no longer than 6 months, regardless of the total amount held and whether or not the disbursements to the victims result in micro-checks.



Resources

- General District Procedures Manual
 - Chapter 3
 - Chapter 5
- FMS User's Guide
 - Chapter 10

<http://oesinet/courtadmin/ta/home.html#manuals>



Reports

- FMS Reports:
 - BU06 – Individual Account Status
 - BR08 – Produced at End of Month – Liabilities Index
 - BU11 – Produced at End of Quarter



Key Points

- Does the account show any monies in the To Disb field?
 - Key field that impacts disbursements and journal voucher processing
- Payments appear on the BU06 20 days after receipt.
 - If account receives additional payment before 20 days pass, the clock starts over
- Hold disbursements until overnight processing has taken place in case of rejection.
 - Do not let the check leave the office until the disbursement successfully processes in the system.





Bank Reconciliation



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Bank Reconciliation

- Must be done monthly
- Clear checks on the system based on the checks listed on the bank statement
 - Do not use the photo copies of the checks
- Verify bank statement bad check/credit card chargebacks are posted to FMS
- Enter JV for appropriate bank services charges
- Request the BR13 Bank Reconciliation Report



Check Reconciliation Screen

CHECK	SQ	C	CLEARED	AMOUNT	ENTERED ON	COURT ID:
0000136	00			\$32.65	05/10/2016	FASP3300
0000137	00			\$257.54	05/16/2016	
0000140	00			\$100.00	07/13/2016	
0000141	00			\$478.47	07/13/2016	
0000142	00			\$100.00	07/13/2016	
0000144	00			\$25.00	07/14/2016	
0000145	00			\$20.00	07/14/2016	
0000146	00			\$115.00	07/27/2016	
0000147	00			\$200.00	07/28/2016	
0000149	00			\$270.00	07/28/2016	
0000150	00			\$230.00	07/28/2016	
0000152	00			\$250.00	08/10/2016	
0000153	00			\$52.00	08/19/2016	
0000163	00			\$95.00	11/14/2016	
0000164	00			\$133.00	11/14/2016	
0000165	00			\$2.00	11/14/2016	

F7=PAGE FORWARD
F1=FMS MENU

F6=CHECK RECONCILIATION
F8=PAGE BACK
F2=DISB MENU

F9=START BROWSE
F4=INQUIRY/UPDATE



Bank Reconciliation

- Request report after clearing items in system.
 - The fewer days listed, the easier it is to complete timely.
- Documents Needed
 - BR44 Checkbook Register
 - Bank Statement
 - BR13 Bank Reconciliation Worksheet
- Call For Assistance
 - If unable to reconcile after attempting to for a week, call for assistance.



Bank Reconciliation

- Impacts to the reconciliation:
 - Deposits in transit
 - Disbursements
 - Any journal voucher that affects 901, 902, etc
- Non factors to the reconciliation:
 - Credit Card Refunds
 - Voided Receipts
 - Journal vouchers affecting 920 and other revenue accounts





FMS Individual Account Function Keys



Important Data Fields

```

CASE: GC17000020-00 ACCOUNT UPDATE (SETUP 01/12/17) FASPI300
RECORD AVAILABLE FOR UPDATE SCRTID: 230G
USER ID: BANK: SSN: 252 - 52 - 5252 DOB: 11111954 TYPE: M DIS: G
BUS: ACCT OF: DOE, JOHN
ADDR: 33 TREE LINE
CITY: FOREST STATE: VA ZIP: 99999

TRIAL DUE ON INT(FCC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
011217 03132017 020717 MMDDYY MMDDYY MMDDYY MMDDYY 020717 MMDDYY MMDDYY
FMS: P INC: TP-DATE: MMDDCCYY TERM: 0 AMT: $ 00 LINK: -00
SUMUN: N TO DISB: $ 00 REST 1ST: ACT: BK: PG:
OLNUM: NONE OL ST: CIVINT: ATTY: A

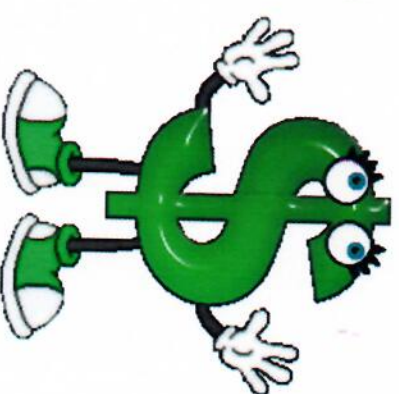
CODE ASSESSED BALANCE DUE CODE ASSESSED BALANCE DUE
001 $15.00 $15.00 234 $25.00 $25.00
110 $150.00 $150.00 243 $1.00 $1.00
120 $120.00 $120.00 244 $10.00 $10.00
137 $10.00 $10.00 2X0 $5.00 $5.00
228 $3.00 $3.00 461 $61.00 $61.00
TSO: 00000000 ASSESSED: $600.00
225: MM/DD/CCYY BALANCE DUE: $600.00

CHARGE: DESTRUCT PROP/MONUMENT CITE: 18.2-137
F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE
F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES F14=LINKS F15=RECIPIENT
F1=FMS F2=INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO F8=INCAR INFO
  
```



Interest Fines and Costs Date

- Calculated when:
- Quoting interest
- Receipting a delinquent payment
- When being sent to Tax Set-Off



Important Data Fields Continued

CASE: GCI7000020-00 ACCOUNT UPDATE (SETUP 01/12/17) FASPI300
 RECORD AVAILABLE FOR UPDATE SCRTID: 230G
 USER ID: BANK: SSN: 252 - 52 - 5252 DOB: 11111954 TYPE: M DIS: G
 BUS: ACCT OF: DOE, JOHN
 ADDR: 33 TREE LINE
 CITY: FOREST STATE: VA ZIP: 99999
 TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
 011217 03132017 020717 011217 MMDDYY MMDDYY MMDDYY 020717 MMDDYY MMDDYY
 FMS: P INC: TP-DATE: MMDDCCYY TERM: 0 AMT: \$,00 LINK: -00
 SUMUN: N TO DISB: \$,00 REST 1ST: ACT: BK: PG:
 OLNUM: NONE OL ST: CIVINT: ATTY: A

CODE	ASSESSED	BALANCE DUE	CODE	ASSESSED	BALANCE DUE
001	\$15.00	\$15.00	234	\$25.00	\$25.00
110	\$150.00	\$150.00	243	\$1.00	\$1.00
120	\$120.00	\$120.00	244	\$10.00	\$10.00
137	\$10.00	\$10.00	2X0	\$5.00	\$5.00
228	\$3.00	\$3.00	461	\$61.00	\$61.00

TSO: 00000000 ASSESSED: \$600.00
 225: MM/DD/CCYY BALANCE DUE: \$600.00
 CHARGE: DESTRUCT PROP/MONUMENT CITE: 18.2-137
 F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE
 F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES F14=LINKS F15=RECIPIENT
 F1=FMS F2=INDV F3=UPDATE F4=INO F5=S/OL F6=BROWSE F7=INFO F8=INCAR INFO



F18 DCC30

CASE: GC17000020-00 ACCOUNT UPDATE (SETUP 01/12/17) FASPI300
 RECORD AVAILABLE FOR UPDATE
 USER ID: BANK: SSN: 252 - 52 - 5252 DOB: 11111954 TYPE: M DIS: G
 BUS: ACCT OF: DOE, JOHN
 ADDR: 33 TREE LINE
 CITY: FOREST STATE: VA ZIP: 99999
 TRIAL DUE ON INT(FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
 011217 03132017 020717 011217 MMDDYY MMDDYY MMDDYY 020717 MMDDYY MMDDYY
 FMS: P INC: TP-DATE: MMDDCCYY TERM: 0 AMT: \$.00 LINK: -00
 SUMUN: N TO DISB: \$.00 REST 1ST: ACT: BK: PG:
 OLNUM: NONE OL ST: CIVINT: ATTY: A

CODE	ASSESSED	BALANCE DUE	CODE	ASSESSED	BALANCE DUE
001	\$15.00	\$15.00	234	\$25.00	\$25.00
110	\$150.00	\$150.00	243	\$1.00	\$1.00
120	\$120.00	\$120.00	244	\$10.00	\$10.00
137	\$10.00	\$10.00	2X0	\$5.00	\$5.00
228	\$3.00	\$3.00	461	\$61.00	\$61.00

CHARGE: DESTRUCT PROP/MONUMENT CITE: 18.2-137
 F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE
 F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES F14=LINKS F15=RECIPIENT
 F1=FMS F2=INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO F8=INCAR INFO

System and Service to Courts



DC30

USERID:

COMMONWEALTH OF VIRGINIA
DRIVER'S LICENSE REINSTATEMENT FORM

FMS TEST COUNTY GENERAL DISTRICT COURT

TO THE DIVISION OF MOTOR VEHICLES: THE BELOW NAMED DEFENDANT HAS ENTERED INTO
AN INSTALLMENT OR DEFERRED PAYMENT
AGREEMENT FOR THE FOLLOWING OFFENSE:

FULL NAME OF DEFENDANT: DOE, JOHN

DRIVER'S LICENSE NUMBER: NONE

DATE OF BIRTH: 11111954

OFFENSE/CHARGE: DESTRUCT PROP/MONUMENT

CODE SECTION: 18.2-137

COURT CASE NUMBER: GC17000020-00

DATE OF NOTICE: 021517 TRIAL DATE: 011217 OFFENSE DATE: 121516
AMOUNT OF FINE: \$150.00 COSTS: \$250.00

INSTRUCTIONS

TO HAVE YOUR OPERATING PRIVILEGES REINSTATED, SUBJECT TO ANY OTHER APPLICABLE
SUSPENSIONS OR REVOCATIONS, PRESENT THIS FORM, WITH PROOF THAT YOU ARE LEGALLY
PRESENT IN THE UNITED STATES, AT ANY VIRGINIA DMV OFFICE AND COMPLY WITH ALL
OTHER DMV REGULATIONS. FOR MORE INFORMATION, SEE WWW.DMVNOW.COM.

F4=INDV INQ

F1=FMS MENU

F2=RECEIPT MENU

F3=PRINT FORM

System and Service to Courts



F13 Notices

CASE: GT17000009-00 ACCOUNT UPDATE (SETUP 02/06/17) FASPI300
 RECORD AVAILABLE FOR UPDATE SCRTID: 2306
 USER ID: BANK: SSN: - - - - - DOB: 11111954 TYPE: I DIS: GA
 BUS: ACCT OF: MARION, FRANK; III
 ADDR: 6 MAIN STREET
 CITY: TOWN STATE: VA ZIP: 99999
 TRIAL DUE ON INT (FC) INT-RT PAYMENT VOUCHER DISB ACTIVITY COL TSO
 020617 02062017 020617 MMDDYY MMDDYY MMDDYY MMDDYY 020817 MMDDYY MMDDYY
 FMS: T INC: TP-DATE: MMDDCCYY TERM: 0 AMT: \$.00 LINK: -00
 SUMUN: TO DISB: \$.00 REST 1ST: ACT: 225 BK: PG:
 OLNUM: NONE OL ST: CIVINT: ATTY: N

CODE	ASSESSED	BALANCE DUE	CODE	ASSESSED	BALANCE DUE
110	\$35.00	\$35.00	2X0	\$5.00	\$5.00
121	\$35.00	\$35.00	460	\$51.00	\$51.00
228	\$3.00	\$3.00	000	\$.00	\$.00
243	\$1.00	\$1.00	000	\$.00	\$.00
244	\$10.00	\$10.00	000	\$.00	\$.00

CHARGE: FAIL TO YIELD ON LEFT TURN CITE: 46.2-825
 F16=FORWARD F17=BACK F18=DC-30 F19=DC210 F20=PRI-CASE
 F9=HIST F10=H/D F11=INT F12=RECEIPT F13=NOTICES F14=LINKS F15=RECIPIENT
 F1=FMS F2=INDV F3=UPDATE F4=INQ F5=S/OL F6=BROWSE F7=INFO F8=INCAR INFO



Notices

CASE: GT17000009-00 FMS NOTICES SENT FASP1900
END OF NOTICES FOR THIS CASE COURT: 230G
NOTICE DATE SENT TO WHOM SENT/ADDRESS AMOUNT DUE SUSPD DATE
DC-225 02/08/2017 MARION, FRANK; III 140.00 03/08/2017
6 MAIN STREET
TOWN, VA. 99999

F7=PAGE FORWARD
F1=FMS MENU

F8=PAGE BACK
F2=INDV MENU

F9=START BROWSE
F5=INDV ACCOUNT

System and Service to Courts



FAS Sign In

Financial Accounting System



Supreme Court of Virginia

Financial Accounting System

User Name:

Password:

Login



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Name/SSN/Driver's license number mismatch.

Information displayed for account(s) associated with GT1500003500 in 2006.

Account Information

Remove Case#	Account Of	SSN	DOB	DL#	Trial Date	Payment Due Date	Interest Start Date	Account Status	Total Interest Waived \$	Balance Due \$
X	GT15000020-00	DOE JOHN O, III	555-55-5555	758887897	03/07/2015	03/09/2015	01/04/2016	X	0.00	6,570.64
X	GT15000035-00	DOE JOHN O, III	555-55-5555	758887897	03/02/2015	04/20/2015	01/04/2016	PR	0.00	1,131.85
Total \$										7,702.49

Incarceration Information

Remove	Active Sentence	Correctional Facility	Start Date	End Date	Unknown End Date	Weekend Incarceration
X	<input type="checkbox"/>	<input type="text"/>	MM/DD/YY	MM/DD/YY	<input type="checkbox"/>	

Clerk ID:

Calculate Interest Print





Incarceration Interest Waiver

- Go to FAS to process
- Do not quote or adjust interest in FMS
- All work needs to be done in FAS
- Includes concluded cases with jail time imposed in addition to waivers submitted to court



Questions

The General District Court team is available to answer any questions that you may have.

Do not hesitate to contact us via email at gdtteam@vacourts.gov
Or call 804-371-2424

