



Tucson City Court Administrative Directive

SUBJECT  <b>IMPROVED COMPLIANCE ASSISTANCE PROGRAM (ICAP) - RECALL OF CASES FROM THE FINES FEES AND RESTITUTION ENFORCEMENT (FARE) PROGRAM</b>	NUMBER 260-33	PAGE 1 of 1
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I. **PURPOSE**

To establish policy for administrative staff to use in recalling cases in the Improved Compliance Assistance Program (ICAP) from the Fines Fees and Restitution Enforcement (FARE) program.

II. **POLICY**

Court administrative staff shall recall adjudicated and sentenced cases assigned to the FARE program for defendants who have entered into the ICAP.

III. **PROCEDURE**

- A. Prior to recalling a defendant's case(s) from the FARE program the defendant must be enrolled in the Court's ICAP.
- B. Defendants entering the ICAP shall make an initial payment known as the "Pay Today" amount. The "Pay Today" amount shall be 10% of the total amount due the court or \$500 whichever is less.
- C. Defendants entering the ICAP shall sign a time payment plan contract. The payment plan contract shall for the total amount due the court minus the "Pay Today" amount and any FARE program fees.
- D. Once A and B have been accomplished administrative staff shall recall the defendant's case(s) from the FARE program.

**REVIEW RESPONSIBILITY:** The Court Administrator or designee will review this Court Administrative Directive for revision or deletion every two years or as needed.

  
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PRESIDING MAGISTRATE

  
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DATE