



## Tucson City Court Administrative Directive

SUBJECT  <b>PROCESSING TIME FOR DISBURSEMENTS</b>	NUMBER 260-8	PAGE 1 of 2
	PAGE ISSUE DATE January 16, 2009 REVISED DATE April 10, 2012	

### I. PURPOSE

To establish a policy with regard to time allowed for court staff to process court disbursements as required by Arizona Supreme Court Minimum Accounting Standards, Standard 6.01.

### II. POLICY

It is the policy of this court to process refunds due to the public in the most expeditious manner possible. The goal of processing disbursements within 30 days is established as an interim standard. The ultimate goal is to process disbursements in less than 14 days. Procedures for the processing of disbursements will be reviewed continuously for improvement and new processing standards will be established as appropriate

### III. PROCEDURE

#### A. **Bond Refunds**

Bonds will be refunded within 30 days of the issuance of a judicial order for refund or when a bond is posted on a case that meets the criteria of Tucson City Court Administrative Order 80-3, Appearance Bonds in Adjudicated Cases.

#### B. **Restitution Payments**

All monies collected for restitution payments shall be processed by the court within 15 days.

#### C. **Over payments**

Over payments will be refunded within 30 days of identification. The court will retain overpayments of less than \$10 unless a refund is specifically requested in accordance with City Court memorandum dated July 18, 2002, subject: Over payments of \$10 or less.



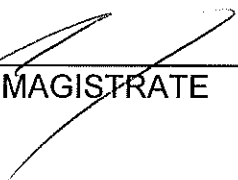
Tucson City Court Administrative Directive

SUBJECT  <b>PROCESSING TIME FOR DISBURSEMENTS</b>	NUMBER 260-8	PAGE 2 of 2
	PAGE ISSUE DATE January 16, 2009 REVISED DATE April 10, 2012	

IV. **REFERENCE**

Related Administrative Directives, sections of the City Code or Charter, Civil Service Commission Rules, state or federal law, etc.

**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

*April 10, 2012*  
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DATE