



Tucson City Court Administrative Order

SUBJECT INITIATING COLLECTION ACTION IN PARKING VIOLATION CASES	NUMBER 80-17	PAGE 1 of 2
	PAGE ISSUE DATE November 7, 2011 REVISED DATE June 1, 2012	

I. PURPOSE

To ensure that parking violation cases are processed timely and enforcement of court ordered sanctions are appropriate.

II. POLICY

- A. The court shall not initiate collection procedures on an unpaid parking penalty, if all of the following apply:
1. The unpaid parking penalty is for a parking violation for which the final disposition occurs more than thirty-six months before the court initiates collection proceedings.
 2. The court does not have a paper or electronic record dated within thirty-six months after the parking violation occurs indicating that the responsible person was notified that the penalty is unpaid and due.
 3. The court does not have a record of extending the time for payment of the civil penalty or providing for installment payments.
- B. Collection procedures may include reporting to the Fines Fees and Restitution Enforcement (FARE) program.
- C. The court will not initiate collection procedures where there is \$10 or less due on the parking case and there has been no collection action by the court for thirty-six (36) months.
- D. For parking cases in which the court is prohibited from initiating collection procedures, the case shall be dismissed.
- E. Court Managers will develop internal departmental procedures consistent with this Court Administrative Order.



Tucson City Court Administrative Order

SUBJECT	NUMBER 80-17	PAGE 2 of 2
INITIATING COLLECTION ACTION IN PARKING VIOLATION CASES	PAGE ISSUE DATE November 7, 2011 REVISED DATE June 1, 2012	

REVIEW RESPONSIBILITY: The Presiding Magistrate or designee will review this Court Administrative Order for revision or deletion every two years or as needed.

PRESIDING MAGISTRATE

6/5/12

DATE