



Tucson City Court Administrative Order

SUBJECT	NUMBER 80-22	PAGE 1 of 2
FARE DISQUALIFIED LIST AND DATA CLEANUP FOR CONVERSION	PAGE ISSUE DATE May 27, 2014 PAGE ISSUE DATE June 10, 2015	

I. PURPOSE

To correct updating of cases identified on the FARE disqualified List which was mentioned as a finding on the Court's Audit conducted by the AOC in 2014 and to prepare for data conversion to AJACS.

II. POLICY

1. Waive attorney fees in all cases that were dismissed prior to a trial disposition, unless the Judge specifically orders the fee to be paid despite the dismissal of the charge.
2. Suspend the balance due in cases with a balance of \$20 or less (with the exception of restitution owed); all other sentencing obligations being met. Age and type of case is not a consideration.
3. Suspend balance of attorney fees owed in cases which were incorrectly terminated (balance owing). Applies to cases which were terminated sixty (60) days prior to clerical review.
 - A. For cases identified within sixty days of the case being terminated, reopen the case, notify the defendant that the monies are due within one (1) month (establish a due date) or a time payment fee will be assessed. Review the case after the established due date, add time payment fee if attorney fees are not paid; case will be eligible for FARE processing.
4. Waive the process server fee owed in cases which were incorrectly terminated (balance owing) where no notice was sent to the defendant. Applies to cases which were terminated sixty (60) days prior to clerical review.
 - A. For cases identified within sixty days of the case being terminated, reopen the case, notify the defendant that the monies are due within one (1) month (establish a due date) or a time payment fee will be assessed. Review the case after the established due date, add time payment fee if process server fees are not paid; case will be eligible for FARE processing.



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5. Waive process server fee owed in photo enforcement cases where charges were dismissed. Age of case is not a consideration.

6. Waive DDS Extension Fee owed in cases which were incorrectly terminated (balance owing) where no notice was sent to the defendant. Applies to cases which were terminated sixty (60) days prior to clerical review.
 - A. For cases identified within sixty days of the case being terminated, reopen the case, notify the defendant that the monies are due within one (1) month (establish a due date) or a time payment fee will be assessed. Update the case status to "TP-Time Payment" and enter event code (6412) for the date the payment is due. Review the case after the established due date, add time payment fee if extension fee is not paid and change case status to "FD-Fines Due"; case will be eligible for FARE processing.

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



DATE