

Session A- Mini Trainings:

Various Collections and Distribution Related Topics

May 17, 2023





Legislative Process

- How legislation impacts distribution
- Local implementation process

Collections Reporting Process

- Processing vacated court-ordered debt
- Court-Ordered Adjustments and Discharge from Accountability

Revenue Distribution

- Training history
- Resources

Completing TC-31 form

PRESENTERS:

Orange County Superior Court

Shunna Austin, Collections Program Officer

Jennifer Zamora, Administrative Analyst

Orange County Probation

Department

Wilmar Zapata

Accountant / Auditor II

San Bernardino Superior Court

Camille Valverde, Management Analyst

State Controller's Office

Local Government Programs and Services Division:

Marieta Delfin, Supervisor

Judicial Council

Governmental Affairs:

Morgan Lardizabal, Legislative
Advocate

Funds and Revenues:

Maria Lira, Senior Analyst
Don Lowrie, Fiscal Analyst

Franchise Tax Board: Subject Matter Experts

Interagency Intercept Collections:

Rikki Saldana, Program Supervisor

Alaina Andrews, Program Manger

Court-ordered Debt Collections:

Lorena Benavidez, Program Supervisor

Crystal Berrian, Program Manager



Legislative Cycle

Morgan Lardizabal, OGA

State Legislative Overview

- Two Chambers



Senate

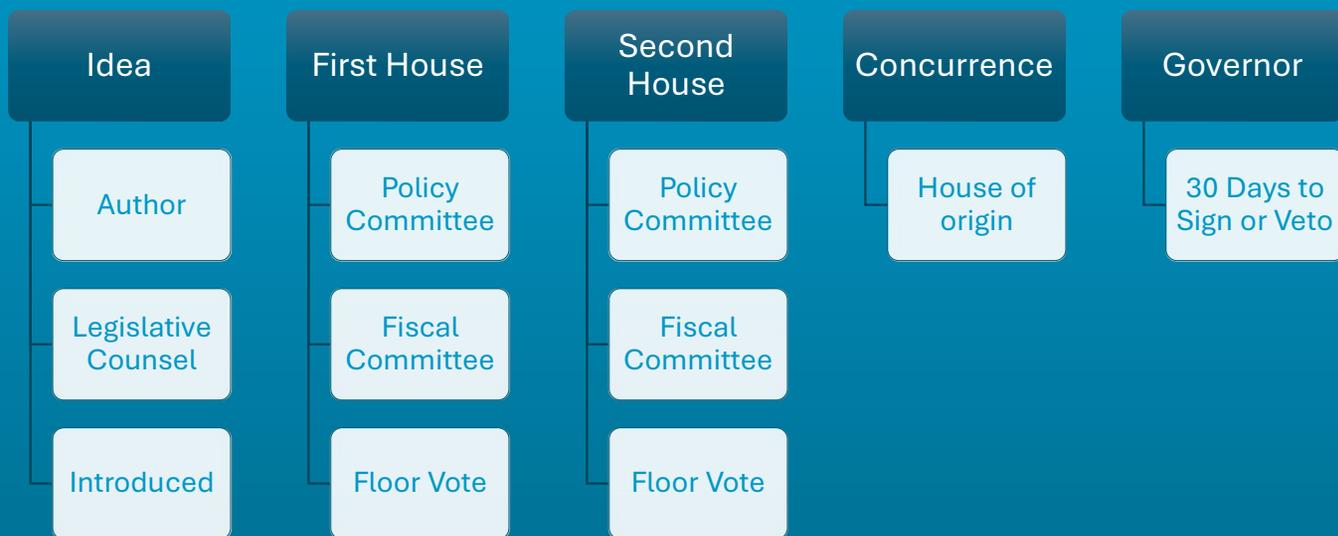
- 40 members
- Toni Atkins - President pro Tempore
- Average 768 bills/year



Assembly

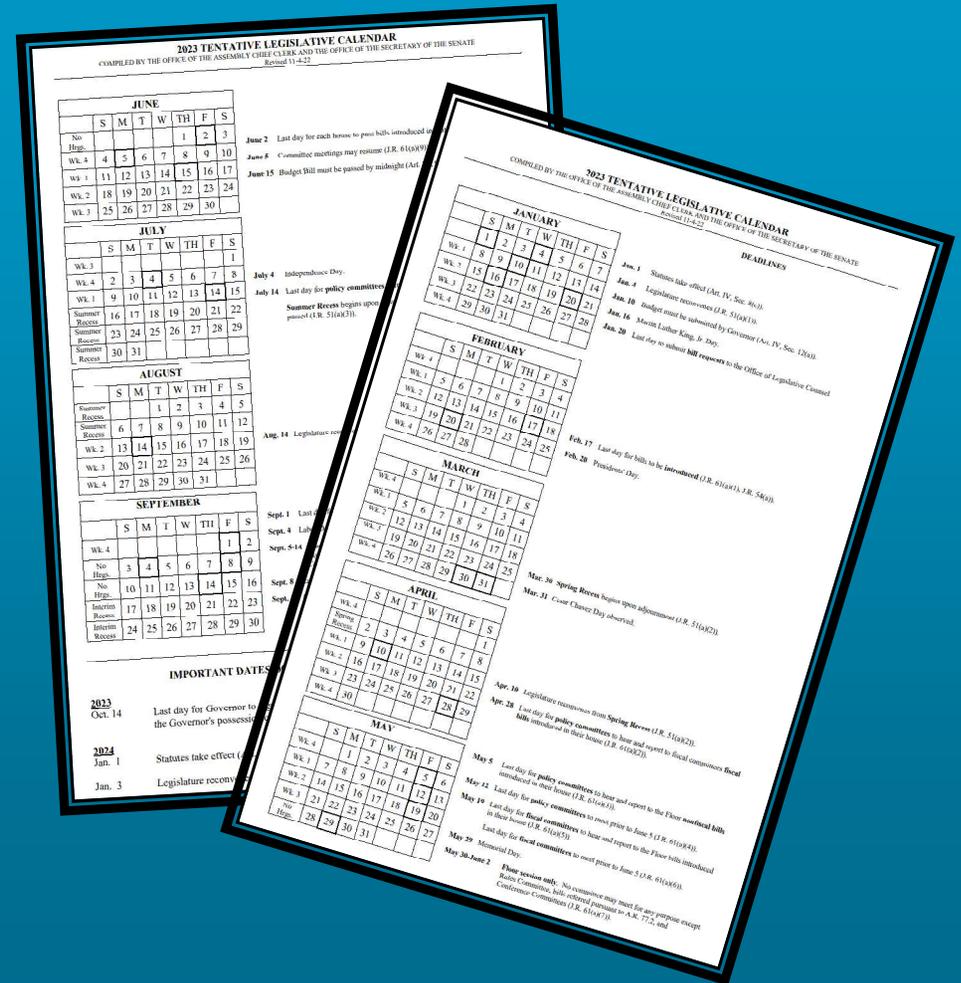
- 80 members
- Anthony Rendon* – Speaker
- Average 1,492 bills/year

How a bill becomes a law

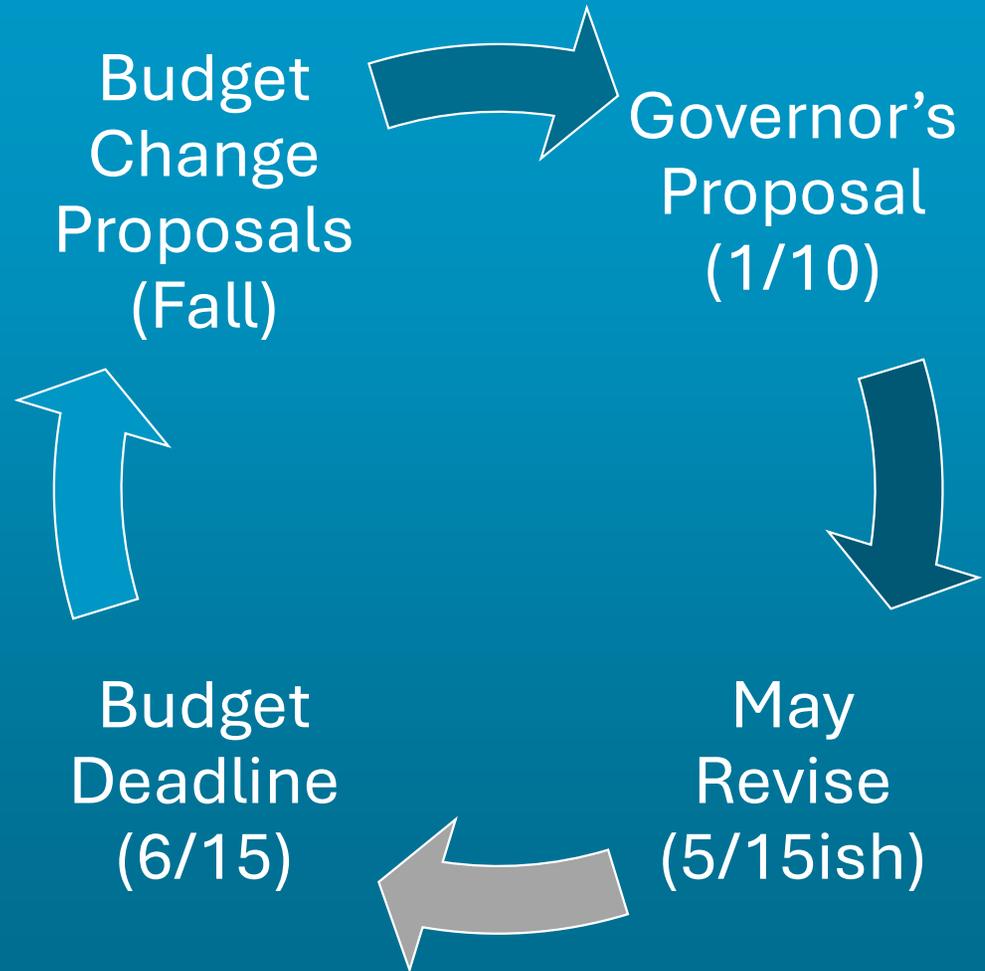


Legislative Calendar - 2023

- Important Dates:
 - First house floor deadline (6/2)
 - Budget deadline (6/15)
 - Final day for (second house):
 - Policy committees (7/14)
 - Fiscal committees (9/1)
 - Floor votes (9/14)
 - Governor's Deadline (10/14)



Legislative Budget Cycle



Budget Considerations



Budget trailer bills



Budget bill junior(s)



Projected deficit

- Office of Governmental Affairs website
 - Court-Related Legislation page
 - Summary of Court-Related Legislation
 - Position letters
- Leginfo.legislature.ca.gov
 - Current legislation
 - Past legislation
 - Code Search

Legislative Resources

Key terms to be aware of:

- Effective date
- Sunset date
- Urgency legislation
- Shall, must, will, may, should

Example:

On or after July 1, 2022, the court ***may*** impose civil assessment of up to \$100 for failure to appear or pay. (AB 199)

Key Legislation

AB 959 (McCarty): Courts

Remote Proceedings

- AB 1214 (Maienschein)
- SB 21 (Umberg)
- SB 22 (Umberg)
- SB 99 (Umberg)

SB 75 (Roth): Judgeships

SB 255 (Umberg): Court Notification System

SB 662 (Rubio): Court reporters

Revenue Distribution Impacts

- Budget Bill
- AB 1585 (Ward): Name change: copies
- AB 1758 (Judiciary Committee): Court records: Fees
- SB 280 (Laird): Conservatorships: care plans

Implementing Legislative Changes: Court and County Perspective

- Shunna Austin, Superior Court Orange County
- Jennifer Zamora, Superior Court Orange County
- Wilmar Zapata, Orange County Probation Department

Discussion Outline

- Monitor and Anticipate Legislation
- Implementation Plan
- Communication Plan
- Resulting Practices and/or Procedures
- Challenges & Lessons Learned

Design your Implementation Plan:

What is new/changing

What & who is impacted

When will it be implemented

How will it be implemented

What are the expected outcomes

AB 199 – Orange County Superior Court

What is new or changing?

- Penalty amount is being reduced thereby impacting systems and processes
- Revenue distribution is changing
- Local philosophy and practices regarding civil assessments may change

AB 199 – Orange County Superior Court

What are the Impacts of AB 199?

- Lower discretionary revenues for courts
- Change in Revenue distribution processes
- Reduced leverage for voluntary compliance
- Smaller balances for defendants

AB 199 – Orange County Superior Court

Ways to Address and Mitigate Impacts

- Backfill Revenues
- Offer Defendant Incentives for case closure
- Forgo penalty

Pre & Post-CIVA Change Stats

Pre – Sep. through Dec. 2021



Average Monthly Traffic Filings = **21K per month**



Cases rolling into Delinquency status = **7,967 per month** or 38% of traffic filings



Cases referred from Courtroom as Forthwith is on average **1,682 per month**



Total monthly Collections including forthwith = **\$3.5 M per month**



Monthly Case Closures = **7,613**

Post – Sep. through Dec. 2022



Average Monthly Traffic Filings = **21K per month**



Cases rolling into Delinquency status = **6,776 per month** or 32% of traffic filings



Cases referred from Courtroom as Forthwith is on average **1,643 per month**



Total monthly Collections including forthwith = **\$3.2 M per month**



Monthly Case Closures = **8,296**

Communication Plan

Executive Management

Managers

Judicial Leadership

Staff

Defendants

Public

AB 199 – Orange County Superior Court

Who is Impacted?
When will it be Implemented?

RACI Chart

- Responsible
- Accountable
- Consulted
- Informed

Item	Category	AB 2746 TASKS R- Responsible A - Accountable C -Consulted I -Informed	Fiscal	Operations	Collections	CTS	Judicial Sponsor	Execs	Others (Vendors)	Due Date	Update
3	Vision - Notices	Identify all notices where verbiage updates are required: a. Collections Delinquency Notices b. OPS Notices - VIN c. Notify data center of updates		R	R	C			I		Centralized requests to Chris 10/25/2022 - Collectinos submitted revised notices to Chris 11/03/2022 - VIN notices to be submitted to Chris
4	Vision & CUP - Payment Plan Forms	Payment plan agreement form updates (Counter and CUP) a. Collections local BF form b. OPS BF form		R	R						10/18/2022 Collections - No updates required
5	CUP	Verbiage updates		R	R						10/18/2022 Collections - No updates required 11/03/2022 - CUP changes to be submitted
6	ECM	Notice template verbiage updates		R	R						10/27/2022 - Collections - No updates required 11/03/2022 - ECM changes to be submitted
7	Court Website Updates	Identify updates needed to the Court public website: a. DMV Hold b. \$10.00 ADHLD FEE		R	R						10/18/ 2022 - Collections - Identified areas where updates are required 10/20 -Fiscal Upate: How Is My Fine Determined draft completed posted in the project folder
8	SharePoint Page(s)	SharePoint page updates a. DMV Hold b. \$10.00 ADHLD FEE	R	R	R						10/18/2022 Collections - No updates required
9	Procedures & Forms	Need to identify procedures, forms, and/or other documents that require updates		R	R						10/18/ 2022 - Collections - Identified areas where updates are required

AB 199 – Orange County Superior Court

Implementation

- Determine how to address CIVA's imposed prior to June 30, 2022 that remain unpaid as of July 1, 2022:
 - Mass Data Fix to vacate CIVA's imposed prior to 7/1/22 and no distribution has occurred
 - Mass Data Fix to suspend remaining CIVA balances
- Determine cases impacted for each scenario
- Test a sample of cases for each scenario to ensure results are as expected
- Review and update any applicable procedures, documents and/or internal/external Court website information
- Determine appropriate mechanism for updating balances owed on cases referred to Collection's agencies (I.e. FTBCOD, DMV, 3rd party Collections Vendors, etc....)

AB 199 – Orange County Superior Court

Expected Outcome

- Case balances are updated to reflect the reduction of amounts owed due to the vacating/suspending of CIVA fee(s) and record of the reduction is stated on the court record:
 - CIVA Fee vacated sample verbiage:
 - *“Court orders \$300 Civil Assessment fee sequence number 1 vacated. Pursuant to Penal Code 1465.9(c), any court-imposed costs pursuant to Penal Code 1214.1 imposed prior to July 1, 2022 are deemed unenforceable and uncollectible.”*
 - CIVA Fee suspended sample verbiage:
 - *“Court orders the balance of the unpaid Civil Assessment fee(s) in the amount of \$ **[Fee Amount]** suspended. Pursuant to Penal Code 1465.9(c) the balance of any unpaid court-imposed costs pursuant to Penal Code 1214.1 imposed prior to July 1, 2022 are deemed unenforceable and uncollectible.”*
- Balances owed are updated to reflect the decreased due amount on all payment platforms and vendors/outside Collections Agencies are notified:
 - Court User Portal (CUP) & IVR (Phone Payments)
 - New electronic files are created and submitted to the outside agencies reflecting the reduced case balances

AB 199 – Orange County Superior Court

New Practices and/or Procedures

- Assessment of \$300 Civil Assessments was discontinued effective June 30, 2022
- New \$100 Civil Assessments began being assessed effective July 1, 2022 on new delinquent cases
- New reports were created for specified users to identify cases where CIVA's imposed prior to July 1, 2022 were reduced/vacated
- New Docket Codes were created to allow specified users to take additional action on cases where CIVA's were imposed prior to July 1, 2022 and needed further action:
 - Ability to Vacate Civil Assessments imposed prior to July 1, 2022
 - Ability to suspend balances on Civil Assessments imposed prior to July 1, 2022
 - Ability to Void the suspension remittances generated to suspend the remaining unpaid Civil Assessment balances

AB 199 – Orange County Superior Court

Challenges & Lessons Learned

- Discrepancies in interpretation of addressing Civil Assessments imposed prior to July 1, 2022 (paid and unpaid)
- Cases with distribution to Civil Assessments imposed prior to July 1, 2022 on or after July 1, 2022 had to be manually addressed
- Resulted in an increase of overpayments on FTBCOD cases & payments accepted by the DMV, resulting in an increase of refunds
- Resulted in new auditing functions to ensure accurate distribution when partially suspended CIVA's are later vacated

Orange County Superior Court AB 199 Statistics

Data Fix Description	Time to complete	# of cases	CIVA amount vacated/suspended
CIVA vacated – no payments applied	1 day	~236,339	~\$69,329,913.00
CIVA vacated – payments applied w/ no \$ distributed to CIVA	2 days	~55,072	~\$18,861,735.00
CIVA suspended – partially paid	4 days	~37,367	~\$8,310,320.56
CIVA suspended – partially paid on or after 7/1/22 before DF applied	~45 days *6 staff working ½ days	~1,430	~\$125,481.93

**EMAT (GC
76000.10)
County of
Orange –
Probation**

Expired on 7/01/2020 & extended on 9/13/2020 until 7/01/2021 by the Governor (AB 1104).

Governor extended EMAT again on 10/03/2021 until 12/31/2022, when it finally expired.

Keeping track of when to charge EMAT and when not to charge was challenging for us.

EMAT (GC 76000.10) – County of Orange – Probation

Created an EMAT table to be used as a guide.

EMAT - GC 76000.10			
CONVICTION (SENTNCING) DATE		ASSESS EMAT (YES/NO)	DUI Versions
FROM	TO		
1991	6/30/2020	Yes	V. 5.23
7/1/2020	9/13/2020	No	V. 5.24
9/14/2020	6/30/2021	Yes	V. 5.23
7/1/2021	10/3/2021	No	V. 5.24
10/4/2021	12/31/2022	Yes	V. 5.23
1/1/2023		No	V. 5.24

EMAT (GC 76000.10) – County of Orange – Probation

Examples of cases with EMAT and without it
from Probation Financial System.

02/15/2023	CRTEND:	02/1	
VICTIM RESTITUTION			\$0.00
STATE RESTITUTION FINE			\$300.00
DUI FINE			\$390.00
ALCOHOL ABUSE ASSESSMENT			\$100.00
ALCOHOL ABUSE EDUCATION FEE			\$50.00
DUI PENALTY ASSESSMENT			\$1,142.33
NIGHT COURT FEE			\$1.00
ALCOHOL ABUSE PENALTY ASSESSMENT			\$50.00
COURT OPERATION FEE			\$120.00
CRIMINAL CONVICTION ASSESSMENT FEE			\$90.00
Court Order Total :			\$2,243.33

11/18/2022	CRTEND:	11/17	
STATE RESTITUTION FINE			\$150.00
DUI FINE			\$390.00
ALCOHOL ABUSE ASSESSMENT			\$100.00
ALCOHOL ABUSE EDUCATION FEE			\$50.00
DUI PENALTY ASSESSMENT			\$1,146.33
NIGHT COURT FEE			\$1.00
ALCOHOL ABUSE PENALTY ASSESSMENT			\$50.00
COURT OPERATION FEE			\$80.00
CRIMINAL CONVICTION ASSESSMENT FEE			\$60.00
Court Order Total :			\$2,027.33

**EMAT (GC
76000.10) –
County of
Orange –
Probation -
EMAT
Statistics**

- After 7/01/2020, approximately 600 DUI cases (\$2,400) were setup in Probation's Financial system.
- EMAT was assessed on approximately 400 DUI cases (\$1,600).
- EMAT was not assessed on approximately 200 (\$800) DUI cases while waiting for the Governor to sign the Bill.

EMAT GC 76000.10 County of Orange Probation

Monitor and
Anticipate
Legislation

- Sunset date found on Leg-info website & on Trial Court Revenue Distribution Guidelines
- Manual tracking – The Court was a great resource.
- Mark Calendar for EMAT sunset dates & termination date (12/31/2023)

EMAT GC 76000.10 County of Orange Probation

Implementation Plan

- Update Probation's Penalty Assessment (PA) Excel calculator (new PA version)
- Incorporate changes based on the updated excel calculator into Probation's financial system (IPFS)
- User selects the identified PA version based on the Court order date

EMAT GC 76000.10 County of Orange Probation

Communication Plan

- Inform impacted staff from Accounting and Collections about the upcoming changes
- Email specific instructions with screen prints highlighting changes
- Email updated PA worksheets and EMAT Table

EMAT (GC 76000.10) – County of Orange – Probation

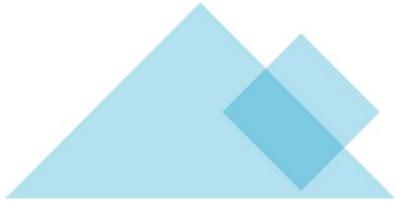
New Practices and/or Procedures

- Updating Adult Case procedures/ guidelines
- Creating new PA Versions
- Updating EMAT Table
- Including EMAT table as a resource to setup a DUI case in the system

EMAT (GC 76000.10) – County of Orange – Probation

Challenges & Lessons Learned:

- Difficult for Probation to know when the Governor extended EMAT
- Mark the calendar on pending legislature items
- Attend all Revenue Distribution training sections
- Ask JCC or look up at other resources



EMAT GC 76000.10 – Orange County Superior Court

Implementation Plan

- Determine open cases where EMAT Penalty had been imposed on violations where no conviction existed
- Mass Data Fix to vacate EMAT Penalties on all applicable cases
 - Unadjudicated cases
 - Partially adjudicated cases
- Determine cases impacted for each scenario
- Test a sample of cases for each scenario to ensure results are as expected
- Review and update any applicable procedures, documents and/or internal/external Court website information

EMAT GC 76000.10 – Orange County Superior Court

Expected Outcomes

- Case balances are updated to reflect the reduction of amounts owed due to the vacating of the EMAT penalty(ies):
 - Sample verbiage of suppressed minute entry made on applicable cases:
 - *“Mass data fix performed to remove the \$4 EMAT pursuant to AB 1104.”*
- Balances owed are updated to reflect the decreased due amount on all payment platforms:
 - Court User Portal (CUP) & IVR (Phone Payments)
 - New electronic files are created and submitted to the outside agencies reflecting the reduced case balances
- Applicable documents, tools and/or resources are updated:
 - Bail Calculator
 - How is My Fine Determined?

Orange County Superior Court – Bail Calculator

Select Case type from dropdown

OC Superior Court
Total Fine Estimator (Bail + PA + Upon Conviction fees)
Complete ALL highlighted fields

Adult		Base Fine	Date of Violation (MM/DD/YY)	VC Violation (Yes/No)	Offense Level (I or M/F)	Number of Counts defaults to 1	*Upon conviction fees are based on date of conviction and only assessed on adult cases	Date of Conviction	Total Bail (Base fine + PA + other applicable fees)	Total TS (Total Bail + TS Fee)
		100.00	2/5/2023	Yes	Infraction	1	This is an estimator and does not replace CMS case due details	2/5/2023	\$467.90	\$521.90
Enter Base Fine and DOV		Select cell		Enter # of counts		Enter date of conviction				
Base Fine	Penalty Assessment (amount varies based on date of violation)	State Surcharge (20% of base fine)	Total Fine (Fine+PA+State Surcharge)	EMAT (expires 12/31/2022)	Court Operations (\$40 per convicted count)	Criminal Conviction (CCAI \$35/MF \$30 per convicted count)	Total Bail (Base fine + PA + other applicable fees)	Traffic School fee (If eligible)	Total Traffic School bail	
\$100.00	272.90	20.00	392.90	-	40.00	35.00	467.90	54.00	\$521.90	

Orange County Superior Court - How is My Fine Determined?



Superior Court of California County of Orange

How is Your Fine Determined?

Base Fine Amount

The base fine is determined by State statute and the Judicial Council of California, the Court's governing body.

Penalty Assessment

Penalty Assessment (PA) is an amount added to base fines or base bail on infraction, misdemeanor and felony offenses. Effective July 1, 2019, the PA amount is \$27.29 for each \$10 or any portion of \$10 of the fine or bail based on the date of violation. The \$27.29 Penalty Assessment is charged pursuant to Penal Code 1464 and Government Codes 76000, 70372, 76104.6, 76104.7 and 76000.5. The amount of the assessments is set by the California State Legislature, not the Superior Court.

Other Assessments

Court Operations Fee	\$ 40.00	Infraction, misdemeanor and felony violations resulting in a conviction pursuant to (PC 1465.8)
Conviction Assessment	\$ 30.00	Misdemeanor or felony (GC 70373)
	\$ 35.00	Infraction (GC 70373)
State Surcharge 20%		20% of base fine or bail (PC 1465.7)

Speeding Violation (VC 22350)		
Example of fine amount for vehicle code:		Where the money goes:
Base fine amount (\$35)	\$ 0.70	Trial Court Improvement Fund (GC 68090.8)
	\$ 5.14	County-Share of City fines (PC 1463.001)
	\$ 29.16	City-Motor Vehicle (PC 1463.001)
Penalty Assess (\$109.16)	\$ 2.18	Trial Court Improvement Fund (GC 68090.8)
	\$ 39.20	State Penalty Fund (PC 1464)
	\$ 20.74	County Penalty fund (GC 76000)
	\$ 19.60	State Court Facilities Construction Fund (GC 70372)
	\$ 19.60	DNA Identification Fund (GC 76104.6 and GC 76104.7)
	\$ 7.84	County Emergency Medical Services (GC 76104)
State Surcharge 20%	\$ 7.00	State General Fund (PC 1465.7)
Court Operations Fee	\$ 40.00	To fund court operations in the trial courts (PC 1465.8)
Conviction Assess Fee	\$ 35.00	To fund building/maintaining trial courts (GC 70373(a)(1))
Total Fine	\$ 226.16	
Failure to Appear (FTA) Assessments:		
Civil Assessment (late fee)	\$ 100.00	State General Fund (PC 1214.1)
Total Fine w/ FTA	\$ 326.16	

Orange County Superior Court - How is My Fine Determined?

Traffic School – Vehicle Codes 42007, 42007.1, 11205 and 11208(c)

Traffic School calculation is based on the Base Fine + Penalty Assessment + Court Operations Fee + State Surcharge + Conviction Assessment + Prior Admin Fee + Traffic School Administrative fee of \$49.00, a Traffic School TAP fee of \$2.00 and a DMV Traffic Violator School Monitoring fee of \$3.00.

Proof of Correction – Vehicle Code 40611

Proof of correction on a correctable violation; a fee of \$25 is assessed for each correctable violation.

First Correctable Violation	\$ 3.30	City Proof Fees Fund
	\$ 3.30	County Proof Fees Fund
	\$ 3.40	State Proof Fees Fund
	<u>\$15.00</u>	State Court Facilities Construction Fund
Total Fee	\$25.00	
Second & Subsequent Violations	\$25.00 (each)	State Court Facilities Construction Fund

Civil Assessment – Penal Code 1214.1

A civil assessment fee is added for failure to appear (FTA) and/or pay after notice is given and 20 days have passed since the notice, on infractions and certain misdemeanor violations.

Civil Assessment	\$100.00	State General Fund
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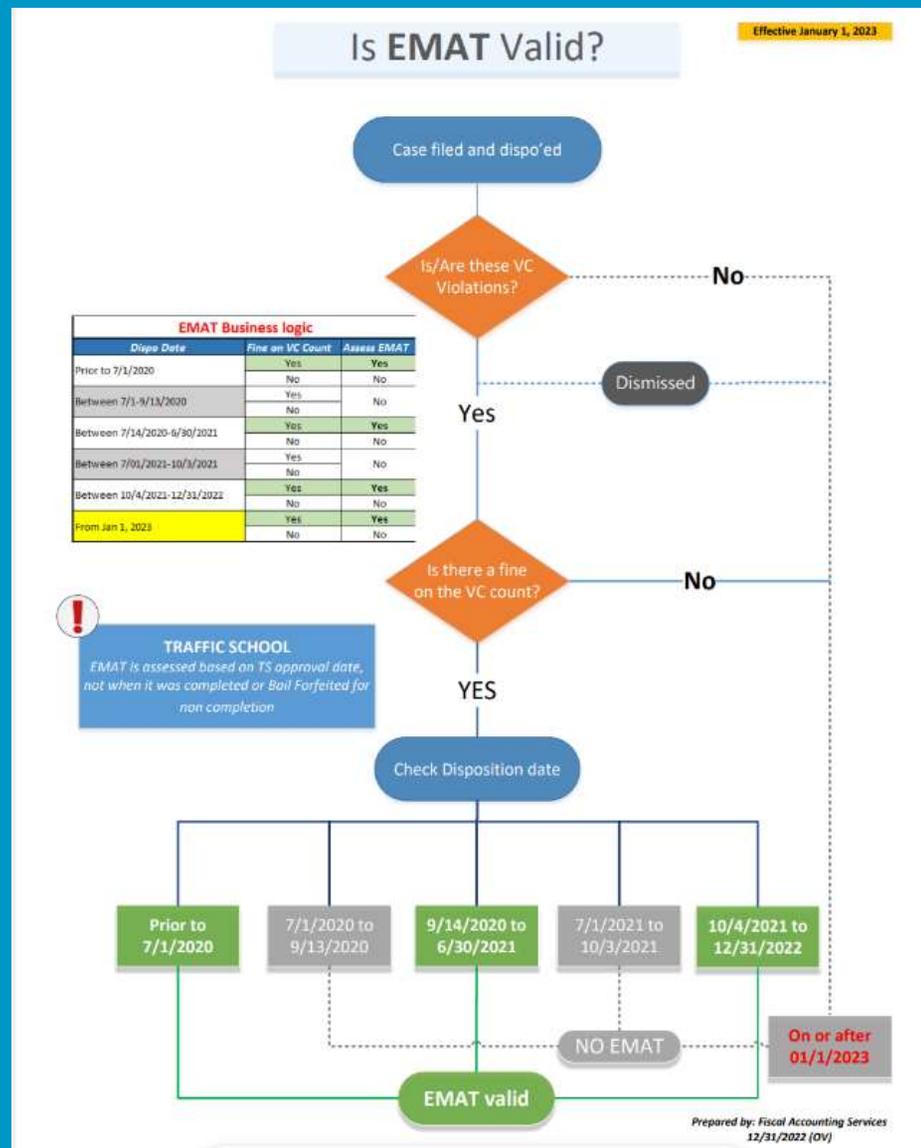
Note: A Prior Administrative Fee will be assessed in addition to the Fines and Fees listed above in instances where there is a previous prior conviction of a vehicle code violation. This fee is assessed pursuant to VC 40508.6(a)

EMAT GC 76000.10 – Orange County Superior Court

Challenges & Lessons Learned

- Addressing partially paid cases that were also processed as part of the AB 177 and/or AB 199 data fixes
- Addressing Overages on partially paid cases or payments accepted via mail
 - Court tolerance of \$10
 - Overages less than \$10 are distributed to overage
 - Overages greater than \$10 are refunded
- Determining when and when not to impose the EMAT Penalty
 - EMAT Business Rules

Orange County Superior Court - EMAT Business Rules



Orange County Superior Court - EMAT (GC 76000.10) Statistics

Data Fix Description	Time to complete	# of cases	EMAT amount waived
EMAT waived on cases with all open counts	5 days	~226,962	~\$1,342,392.00
EMAT waived on partially adjudicated cases	3 days	~19,302	~\$152,732



What obstacles or challenges
has your agency experienced
when implementing
legislative changes?

Tell us who you are & where you are from.

Implementing Legislative Changes

A framework...





- Prepare
- Communicate
- Implement
- Report

- LegInfo
- Legislation of interest (JCC)
- Guidelines and Listserv (SCO)
- Other (AB 199 FAQ)
- Staff: JCC and SCO





Collections Reporting Process

Funds and Revenues Unit

Penal Code § 1463.010

Penal Code § 1463.010 (c): Each superior court and county to jointly report to the Judicial Council, information requested, on reporting template (CRT) on or before September 1.

Judicial Council report annually, on or before December 31, to the Legislature and the Department of Finance all information required to be collected and reported pursuant to subdivision (a) of Section 68514 of the Government Code.

Local program operations:

- 45 Court
- 13 County

Private agencies

- 11 master agreements

Intrabranh

- Ventura Superior Court
- Shasta Superior Court

Franchise Tax Board

- Court-Ordered Debt
- Interagency Intercept Collections



COLLECTION
AGENCY

Poll #1

Extensions can be granted on Collections Reporting Template deadline.

- a. True
- b. False

CRT Worksheets

Contact/Info. Sheet:

1	Court/County	Shelburne/Franklin County
2	Court Contact	
3	County Contact	
4	Are collection practices or programs used in which activities?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

Item 4	Item 5	Item 6	Item 6a	Item 6b	Item 7
4. a. Determine if the court contracts with delinquent debtors for when the program has a unique number to inform them of their delinquent debt and payment status.	<input type="checkbox"/>	1			
7. b. Monitor delinquent debtors for when the program has an address through their electronic notification within 45 days of delinquency.	<input type="checkbox"/>	2			
8. c. Generate an internal monthly report to each collection data such as age of debt and delinquent amounts outstanding.	<input type="checkbox"/>	3			
9. d. Use Department of Motor Vehicle information to locate delinquent debtors.	<input type="checkbox"/>	4			
10. e. Accept payment of delinquent debt by credit card.	<input type="checkbox"/>	3	Enter data as part of Category 2, (activity a), Row 7 above.		
11. i. Send delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collection Program.	<input type="checkbox"/>	5			
12. j. Send delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	<input type="checkbox"/>	6			
13. k. Initiate Board's license suspension and hold action when appropriate for a failure to appear in court.	<input type="checkbox"/>	7			
14. l. Contact with law enforcement to collect delinquent debt.	<input type="checkbox"/>	8			
15. m. Send monthly bill or account statements to all delinquent debtors.	<input type="checkbox"/>	2	Enter data as part of Category 2, (activity b), Row 7 above.		
16. n. Contact with local, regional, state, or national ability to locate or other resources to locate delinquent debtors.	<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d), Row 7 above.		
17. o. Coordinate with the probation department to locate debtors who may be in residential rehabilitation.	<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d), Row 7 above.		
18. p. Use Employment Development Department employment and wage information to collect delinquent debt.	<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d), Row 7 above.		
19. q. Establish wage and bank account garnishments when appropriate.	<input type="checkbox"/>	9			
20. r. Place law enforcement reports monthly delinquent debtors when appropriate.	<input type="checkbox"/>	9	Enter data as part of Category 9, (activity r), Row 7 above.		
21. s. Use an automated delinquent electronic credit delinquent debtors to manage delinquent debt.	<input type="checkbox"/>	1	Enter data as part of Category 1, (activity a), Row 7 above.		
22. TOTAL:			99	9	9

Category 2a: (See Category 2a for work function list)		
1. a. Probation Contact	1. b. Probation	1. c. Probation
2. a. Probation Contact	2. b. Probation	2. c. Probation
3. a. Probation Contact	3. b. Probation	3. c. Probation

Is the program qualified as a comprehensive collection program? **No**

Performance Report:

Select court/county (see Contact Information worksheet #1)
Use the space below to discuss your collection program.

Please provide any comments on your performance for the reporting period, by Current Period, Prior Period Inventory, and Combined, that you wish included in the Individual Program Report that will be attached in the Report to the Legislature.

Please explain the extent of your reporting capabilities in terms of providing the information required by GC § 68514. If data cannot be provided at this time or if the reported data differs from the instructions, please describe the submitted data and any plans for providing this information in the future.

Additional operational information about your collections program for the reporting period.

Program Report:

Describe the extent to which your collection program is meeting the Judicial Council approved Collections Best Practices and identify any obstacles or problems that prevent the collections program from meeting those objectives. Of the twenty-two (22) Best Practices listed below please check those which your collection program has implemented. Provide an explanation for the best practices currently not being met, below. Also, identify any new or additional practices that have improved your collections program.

1. Develop plan and put in a written MOU that implements and enhances a program in which the court/county collaborate to collect court-ordered debt and monies owed to a court under court order.
2. Establish and maintain a cooperative superior court and county collection committee responsible for compliance, reporting, and internal enhancements of the joint collection program.
3. Meet the components of a comprehensive collection program as required under Penal Code section 1463.007 in order that the costs of operating the program can be recovered.
4. Complete all data components in the Collections Reporting Template.
5. Reconcile amounts placed in collection to the supporting case management and/or accounting systems.
6. Retain the joint court/county collection reports and supporting documents for at least three years.
7. Take appropriate steps to collect court-ordered debt locally before referring it to the Franchise Tax Board for collection.
8. Participate in the Franchise Tax Board Court-Ordered Debt (COD) collection program.
9. Participate in the Franchise Tax Board Interagency Intercept Collections (IC) program.
10. Establish a process for handling the discharge of accountability for uncollectible court-ordered debt.
11. Participate in any program that authorizes the Department of Motor Vehicles to suspend or refuse to renew drive when appropriate for a failure to appear in court.
12. Conduct trials by written declaration under Vehicle Code section 49003 and, as appropriate in the context of such trials, impose a civil assessment.
13. Evaluate the effectiveness and efficiency of external collection agencies or companies to which court-ordered debt is referred for collection.
14. Accept payments via credit and debit card.
15. Accept payments via the Internet.
16. Include in a collection program all court-ordered debt and monies owed to the court under a court order.
17. Include financial screening to assess each individual's ability to pay prior to processing installment payment plans and account receivables.
18. Use restitution rebate, as authorized by Government Code section 10903(f), to further efforts for the collection of funds owed to the Restitution Fund.
19. Participate in the statewide master agreement for collection services or renegotiate existing contracts, where feasible, to ensure appropriate levels of services are provided at an economical cost.
20. Require private vendors to remit the gross amount collected as agreed and submit invoices for commission fees to the court or county on a monthly basis.
21. Use collection terminology (as established in the glossary, instructions, or other documents approved for use by courts and counties) for the development or enhancement of a collection program.
22. Require private vendors to complete the components of the Collections Reporting Template that corresponds to their collection programs.

CRT: Annual Financial Report

1 Originate Date/Fiscal Day of Reporting Period		11-Jul-24										
2 End of Delinquent Reporting Period		11-Jun-23										
CURRENT PERIOD (NEWLY-ESTABLISHED) DELINQUENCY DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Item	Program	Number of Cases Established or Referred as Delinquent	Value of Cases Established or Referred as Delinquent	Number of Cases with Payments Received [How 1 and 2]	Gross Revenue Collected	Cost of Collections [Post Code 1655.882] <i>value as reported number</i>	Adjusted: Annual notified by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability [How 3]	Net Value of Bank-Established Delinquent Debt at End of Period [Col. C - E - G - H]	Value of Cases on Installment Agreement [How 4]	Default Balance Installment Agreement [How 5]	Percentage of Debt Satisfied % [Installment Agt.] [Col. E / Col. J]
Item	Program	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H	Col. I	Col. J	Col. K	Col. L
3	Main-Delinquent Collections											
4	Court Collections Program											
5	Cash Collections Program											
6	Private Agrees											
7	FTB Court-Ordered Debt											
8	FTB Intergovernmental Collections											
9	Inter-Branch Program											
10	Other											
11	Total Delinquent											
PRIOR PERIOD (PREVIOUSLY-ESTABLISHED) DELINQUENCY DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Item	Program	Number of Delinquent Cases of Period Beginning [Ending Balance from Transfer Worksheet]	Value of Delinquent Cases of Period Beginning [Ending Balance from Transfer Worksheet]	Number of Cases with Payments Received	Gross Revenue Collected	Cost of Collections [Post Code 1655.882] <i>value as reported number</i>	Adjusted: Annual notified by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability	Net Value of Previously-Established Delinquent Debt at End of Period [Col. M + P + R - S]	Value of Cases on Installment Agmt. [Ending Balance from Prior Year]	Default Balance Installment Agreement	Percentage of Debt Satisfied % [Installment Agt.] [Col. V / Col. W]
Item	Program	Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U	Col. V	Col. W
12	Main-Delinquent Collections											
13	Court Collections Program											
14	Cash Collections Program											
15	Private Agrees											
16	FTB Court-Ordered Debt											
17	FTB Intergovernmental Collections											
18	Inter-Branch Program											
19	Other											
20	Total Delinquent											
COMBINED: BEGINNING AND ENDING BALANCES; FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Item	Program	Number of Cases Beginning Balance	Value of Cases Beginning Balance	Gross Revenue Collected	Cost of Collections [Post Code 1655.882]	Adjusted	Discharge from Accountability	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Message	
Item	Program	Col. X	Col. Y	Col. Z	Col. AA	Col. AB	Col. AC	Col. AD	Col. AE	Col. AF	Col. AG	
21	Main-Delinquent Collections											
22	Court Collections Program											
23	Cash Collections Program											
24	Private Agrees											
25	FTB Court-Ordered Debt											
26	FTB Intergovernmental Collections											
27	Inter-Branch Program											
28	Other											
29	Total Delinquent											
COLLECTIONS FROM CASES SUBJECT TO ABILITY TO PAY DETERMINATION												
Item	Period	Out-of-ATP Revenue: Mandatorially	Value: ATP Revenue: Delinquent	Out-of-ATP Revenue: Combined	In-Person ATP Revenue: Mandatorially	In-Person ATP Revenue: Delinquent	In-Person ATP Revenue: Combined	Out-of-ATP Cases of Installment Payment: Mandatorially	Value: ATP Installment Costs: Mandatorially	In-Person ATP Cases of Installment Payment: Combined	In-Person ATP Installment Costs: Mandatorially	
Item	Period	Col. AH	Col. AI	Col. AJ	Col. AK	Col. AL	Col. AM	Col. AN	Col. AO	Col. AP	Col. AQ	
30	Current Period											
31	Prior Period											
32	Combined Periods											
VICTIM RESTITUTION [PC 1202.01]												
Item	Program	Number of Cases - [Ending Balance from Prior Year]	Value of Cases - [Ending Balance from Prior Year]	Number of Cases Established/ Referred/ Transferred in Period	Value of Cases Established/ Referred/ Transferred in Period	Gross Revenue Collected	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Message		
Item	Program	Col. AR	Col. AS	Col. AT	Col. AU	Col. AV	Col. AW	Col. AX	Col. AY	Col. AZ		
33	Main-Delinquent Collections											
34	Court Collections Program											
35	Cash Collections Program											
36	Private Agrees											
37	FTB Court-Ordered Debt											
38	FTB Intergovernmental Collections											
39	Inter-Branch Program											
40	Other											
41	Total Delinquent											

Current Period

Prior Period

Combined Periods

Ability to Pay

Victim Restitution

Reviewed by Court

Printed Here: _____

Signature: _____

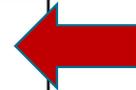
Reviewed by County

Printed Here: _____

Signature: _____

Performance Metrics

Collector Effective Index	Current	Prior	
	6.7%	48.6%	
First Year Resolution Rate	10.4%		
Spend Efficiency Score	Current	Prior	Combined
Court Collection Program			
County Collection Program	0.17	0.30	0.26
Private Agency	0.17	0.17	0.17
FTB Court-Ordered Debt	0.15	0.15	0.15
FTB Interagency Intercept Collection	0.06	0.15	0.13
Intra-Branch Program			
Other			
Cost to Referral Ratio	Current	Prior	Combined
	5.68	6.18	6.07
Adjustment Score	Adjustments	Score	
	\$54,009,942	182.13	
Discharge Score	Discharges	Score	
	\$0	0.00	
Risk Monitor	67.1%		
<p>Please provide any brief comments on your performance measures you wish included in the Dashboard for your program. (500 character maximum)</p>			
<div style="border: 1px solid black; height: 100px;"></div>			



Individual Program Report (2021-22)

Alameda: Summary of Collection Reporting Template 2021-22

Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Alameda County and the County of Alameda. This report contains collections information as reported in the Collections Reporting Template.

Detail on the number of best practices met and collection activity components engaged is displayed on tables below.¹

Performance

According to the Alameda collections program, gross revenue collected may have been higher, but due to Assembly Bill 177 certain fees were no longer collectible as of January 1, 2022. The program continued to be affected by the changes due to pandemic. The court continues to increase access to the public per safe practice guidelines and is offering alternatives to appearing in court such as video and phone appearances. The Franchise Tax Board (FTB) Interagency Intercept Collections (IIC) program implemented a temporary suspension which may have also affected collections.

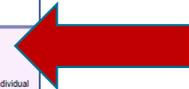
Due to the lifting of pandemic restrictions, the FTB-IIC and the court reported increased gross revenue collections over last fiscal year. Meanwhile, the FTB Court-Ordered Debt program's revenue declined from the prior year as more funds were collected by other programs. The

The county engages in most collection activities authorized by Penal Code section 1463.007, but due to system limitations is unable to report all collections information requested. Administrative costs are not calculated per collection activity, they are calculated monthly, as mandated guidelines. The court reported totals by collections activity from holds placed on driver's license by the DMV for failure to appear.

Because of system limitations, the program is unable to report some of the collection information that has been requested.

¹ A dash (-) in the tables below represents data that is currently unavailable or is not provided by the program. This may include collection entities not engaged or practices not used, as well as data unavailable due to reporting limitations of the program's case management systems.

Court	Outstanding Balance	Nondelinquent Revenue	Delinquent Revenue	Administrative Cost	Adjustments	Discharge
Alameda	\$220,030,199	\$31,669,741	\$22,507,481	\$3,568,933	\$54,009,942	\$0
2021-22 Collections Individual Program Report	Cluster		First-year Resolution Rate	Risk Monitor	Adjustment Score	Discharge Score
	4		Score Cluster Average	Score Cluster Average	Score Cluster Average	Score Cluster Average
Collector Effective Index			Cost: Referral Ratio		Spend Efficiency Score	
Population	1,851,979	Best Practices Engaged		Dashboard Comments		
Judges	73	22/22		The program did not comment on the dashboard. Please see page 1 of the Individual Program Report for other performance comments.		
Commissioners	10.00	Collections Activities Performed		Performance Metrics Key		
16/16						
<div style="display: flex; justify-content: space-around;"> Positive Needs Improvement No Data </div>						



Court	Default Rate	No. of People Served	No. of Nondelinquent Cases With Payments	No. of Delinquent Cases Reported	No. of Delinquent Cases With Payments
Alameda	56% 46% 49%	184,902	113,615	587,697	233,329
Delinquent Revenue and Administrative Cost, 2015-16 to 2021-22			Total Court-Ordered Debt Resolved, 2015-16 to 2021-22		
Annual Financial Report by Program and Period					
Program	Revenue	Administrative Cost	Adjustments	Discharge	No. of Cases
Court	-	-	-	-	-
County	\$637,887	\$1,423,038	\$108,219	\$432,566	\$500,076
Private	\$1,024,010	\$2,623,117	\$174,574	\$466,899	\$237,184
FTB-COD	\$2,349,400	\$8,004,374	\$352,410	\$1,200,650	\$235,045
FTB-IIC	\$1,237,001	\$4,008,484	\$73,804	\$731,809	\$48,390
Interbranch	-	-	-	-	-
Other	-	-	-	-	-
Total	\$5,248,468	\$17,259,013	\$707,007	\$2,861,926	\$1,102,201
Delinquent Collections Activity					
Category	Revenue	No. of Cases	Cost		
1 - Telephone	\$33,975	37,493	\$0		
2 - Written Notice(s)	\$35,736	24,253	\$0		
3 - Locking/Counter	-	288,010	-		
4 - Skip Tracing	\$81,184	6,208	-		
5 - FTB-COD	\$9,214,208	255,011	\$1,553,069		
6 - FTB-IIC	\$5,481,797	61,112	\$805,613		
7 - DL Hold/Suspension	\$1,347,850	15,888	-		
8 - Private Agency	\$3,947,127	-	\$671,440		
9 - Wage/Bank Garnishments & Liens	\$20,141,682	688,971	\$3,030,119		
Total	\$20,141,682	688,971	\$3,030,119		



Cost Recovery

Funds and Revenues Unit

Comprehensive collection program

A separate and distinct revenue collection activity that meets the following requirements:

1. Identifies and collects amounts arising from delinquent court-ordered debt, whether or not a warrant has been issued against the alleged violator.
2. Complies with requirements of subdivision (b) of Penal Code section 1463.010.
3. Engages in the following activities:
 - Attempts telephone contact with delinquent debtors for whom the program has a phone number to inform them of their delinquent status and payment options.
 - Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.
 - Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.
 - Uses Department of Motor Vehicles information to locate delinquent debtors.
 - Accepts payments of delinquent debt by credit card.

Allowed Costs:



Staffing
Costs



Operating Expenses &
Equipment



Commission
Costs

Unallowed Costs:

Capital expenditures

Nondelinquent collections

Victim restitution collections



Discharge from Accountability

Discharge from Accountability: Key Points

- Authority: Government Code § 25257 and 25259.7)
- Discharge relieves entity of obligation to actively pursue the debt, but individual remains liable for payment.
- Discharge any balance too small to justify collections cost or likelihood of collection does not warrant the expense.
- Outstanding debt provides an inaccurate sense of collectible debt.

Discharge Data

\$2,253,624,080 Amount discharged since 2012

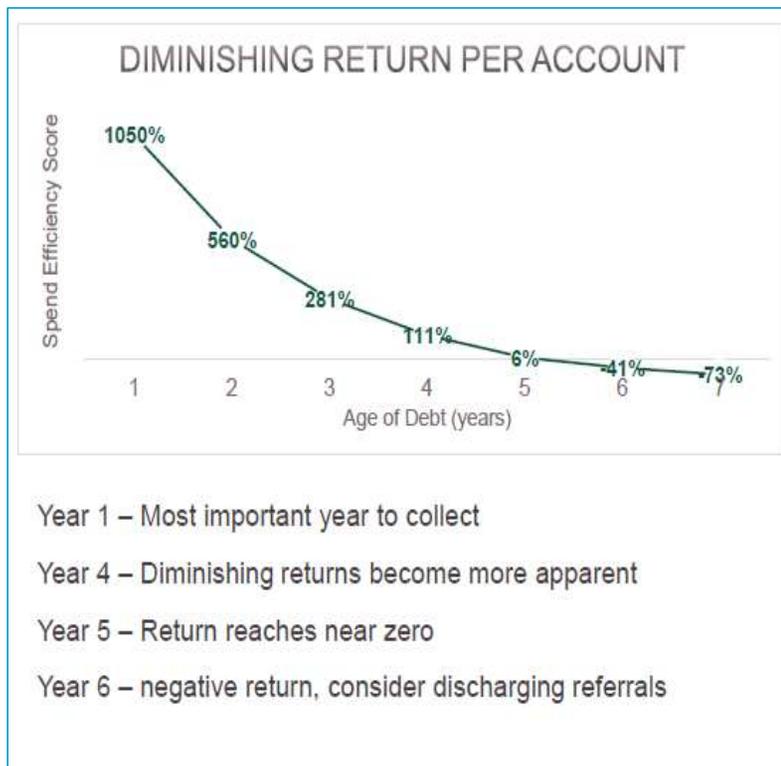
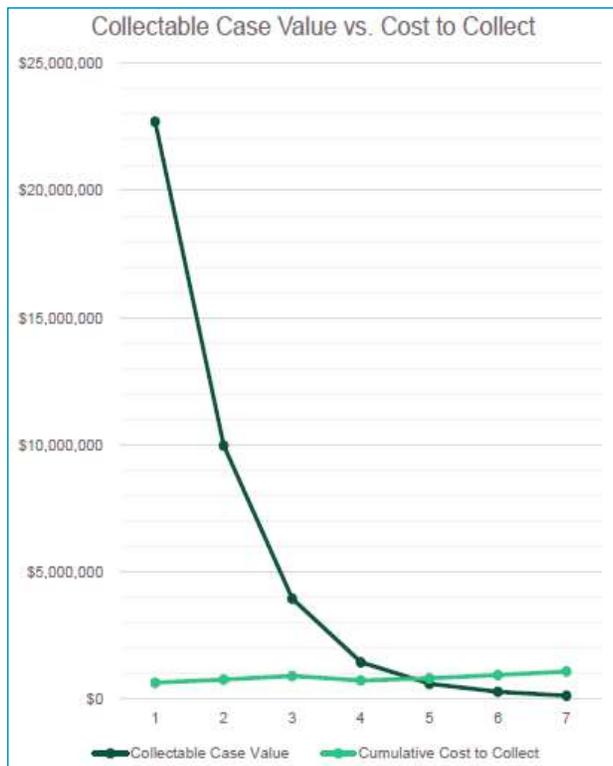
2010 Year legislation authorized courts to approve discharge

14 Number of collection programs that have discharged \$0

\$7.7B Total statewide uncollected delinquent debt (as of June 30, 2022)

21% Unpaid balance held by 14 programs with no discharge process implemented

Discharge Practice Calculation





Collections Reporting Template (CRT)

Camille Valverde, San Bernardino Superior Court

Summary of purpose and components

- Penal Code § 1463.010 (c): Each superior court and county to jointly report to the Judicial Council, information requested, on reporting template (CRT) on or before September 1.
- No changes to the 2023 CRT
- Contents: Index, Pre-established calculations, Quality checklist with detailed description of cell contents.
- [Instruction Sheet](#)
- [CRT-Glossary.pdf \(ca.gov\)](#)

Collaborating with your Vendor

1. Communication is Key
2. Create a timeline
3. Pre-set meetings
4. Agree on data elements
 - Know what to integrate
 - Decide where to host merged data
5. Document as you go

Collaborating with your Vendor

6. Data Validation (and identifying questionable changes)

Description	Category	FY21			YoY % Change [FY20-FY21]			Cost of Collections	Cost Mix	FY22			YoY % Change [FY20-FY21]			Cost of Collections	Cost Mix
		Revenue Collected	Count	Cost of Collections	Revenue %Change	Count %Change	Cost %Change			Revenue Collected	Count	Cost of Collections	Revenue %Change	Count %Change	Cost %Change		
a. Attempts telephone contact with delinquent debtors for whom the program has a telephone number to inform them of their delinquent status and payment options.	1	5,732,272	55,208	2,384,708	161%	250%	154%	42%	64%	3,112,052	47,362	1,738,401	-46%	-14%	-27%	56%	36%
b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.	2	2,951,076	19,271	607,441	-29%	-64%	-58%	21%	16%	2,238,392	9,167	857,888	-24%	-52%	41%	38%	18%
c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.	3	2,018,754	14,937	416,754	-57%	-74%	-73%	21%	11%	3,751,127	13,492	1,384,935	86%	-10%	232%	37%	28%
d. Uses Department of Motor Vehicles information to locate delinquent debtors.	4	-	-	253,857	0%	0%	0%	-	7%	-	-	-	0%	0%	-100%	-	-
e. Accepts payment of delinquent debt by credit card.	3	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
a. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.	5	573,257	18,312	119,013	-67%	-54%	-54%	21%	3%	275,480	9,147	48,841	-52%	-50%	-59%	18%	1%
b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	6	462,436	1,713	102,308	-93%	-92%	-78%	22%	3%	12,073,333	36,703	292,317	2511%	2043%	186%	2%	6%
c. Initiates driver's license suspension or hold actions when appropriate for a failure to appear in court.	7	1,715,115	3,083	257,285	3%	-84%	-7%	15%	7%	427,362	1,025	24,480	-75%	-67%	-90%	6%	1%
e. Sends monthly bills or account statements to all delinquent debtors.	2	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.	4	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.	4	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
h. Uses Employment Development Department employment and wage information to collect delinquent debt.	4	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
i. Establishes wage and bank account garnishments where appropriate.	9	855,863	7,111	(442,609)	-68%	35%	-211%	-52%	-12%	1,718,623	10,985	537,253	101%	54%	-221%	31%	11%
j. Places liens on real property owned by delinquent debtors when appropriate.	9	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
k. Uses an automated dialer or automatic call distribution system to manage telephone calls.	1	-	-	-	0%	0%	0%	-	-	-	-	-	0%	0%	0%	-	-
Total		14,308,772	119,635	3,698,757						23,596,369	127,881	4,884,115				21%	100%

7. Ask for Help

AB199 Repealed fines and Fees

- Fees repealed by Assembly Bills 199, 1076, or others, were dismissed / vacated in 2022.
 - Collection seized 07/01/2022 (AB 199) or commencing 02/01/2021 (AB 1076)
- Repealed collections or adjustments should be properly reported as **Vacated civil assessments** and should be reported as **Adjustments** in the 2022-23 CRT.
- AB 199 Frequently Asked Questions:
<https://www.courts.ca.gov/partners/455.htm>

AB199 Repealed fines and Fees - Identifying impacted cases

CASE DETAILS:

By July 8, 2022, all impacted cases will have been updated with the following Event:

Date	Type and Comment
06/30/2022	Civil Assessment Removed Per SB199 Legislation

Additionally, all outstanding unpaid balances for **impacted fees will be** credited the proportionate unpaid balance, thus creating a \$0 Balance for said fees:

Fee Category	Charges	Payments	Credits	Balance	Disb
Priority 4 - Fees and Other Reimb	411.00	0.00	250.00	161.00	0.00
PC1214.1 Failure to Appear Civil Asse	250.00	0.00	250.00	0.00	0.00

Add a Credit

Transaction Detail		Tender Detail	
Receipt #	N/A	Method	
Date	4/27/2023	Type	AB199 Credit
Amount to be Applied			Amount
<input checked="" type="radio"/> Trust/Case Party <input type="radio"/> Non		50% Amnesty Credit 80% Amnesty Credit AB177 Credit AB1869 Credit AB199 Credit AB2450/AB1150 EMAT Credit Civil Assessment Amnesty Adjustmen Credit for Community Service Credit for Time Served	
Payor			
Till			
Comment			
Transaction Balances			
For Party / Fee			

Ability to Pay Measures

San Bernardino Superior Court – June 2024

Planning

Operations, Technical Team, Data, and Financial Teams

Data requirements

Extracting case financials

Notifying Partners and Public Notice

AWARENESS OF YOUR CRT REPORTING

TRANSPARANCY OF CASE
FINANCIAL DATA

DEFINED FINANCIALS OF
COLLECTIONS CASES

DEFINED REPORTING
PROCESS

IMPROVED FINANCIAL DATA
TRACKING



COLLABORATIVE CREATIVE IDEAS
BETWEEN AGENCIES

CREATING STRUCTURED CRT
TIMELINES

ENHANCED FINANCIAL TOOLS TO
BETTER SERVE THE COURT

INTERNAL VALIDATION
AND RECONCILIATION

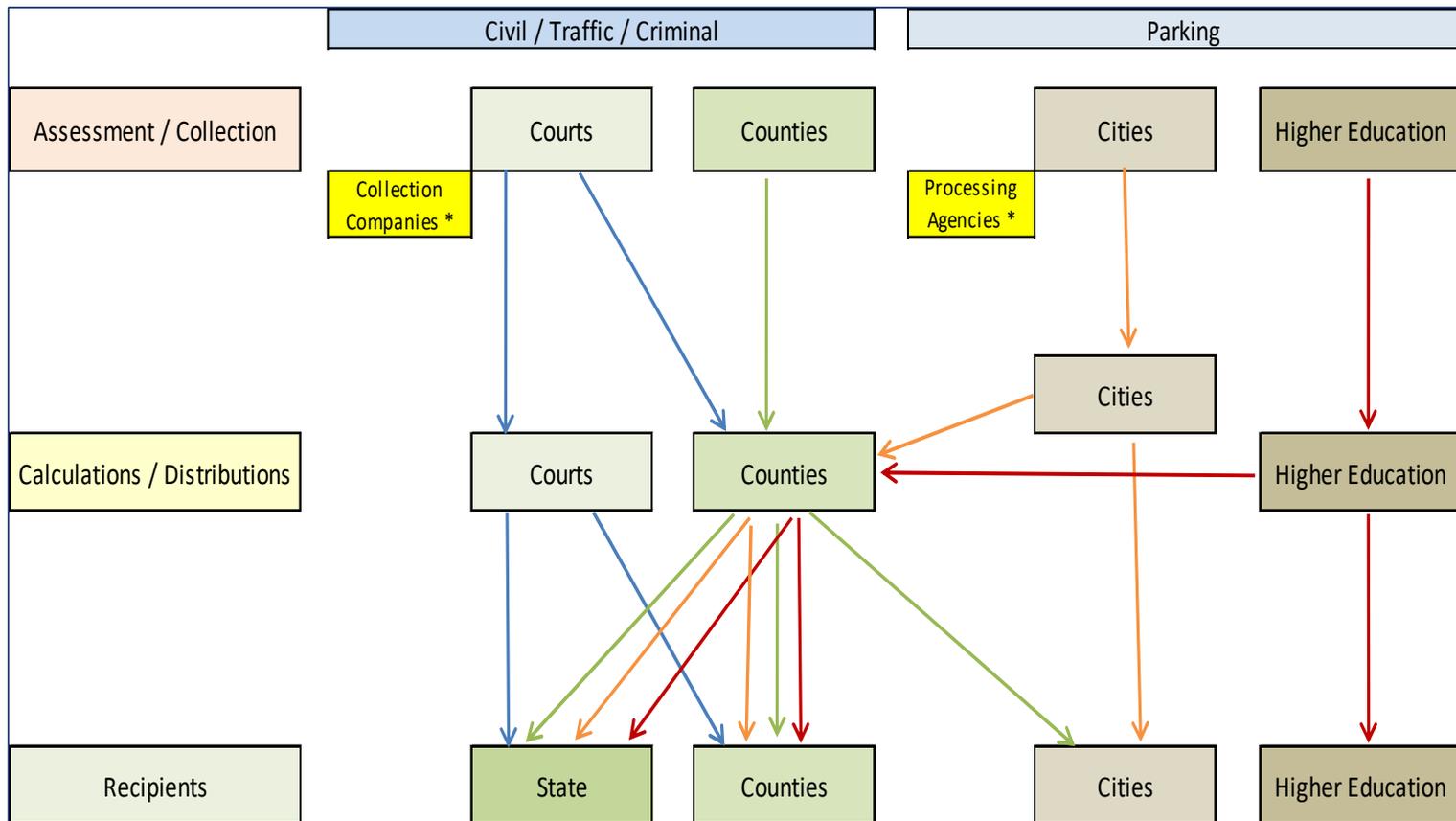


TIME
FOR A
BREAK!



Revenue Distribution: Training History and Overview

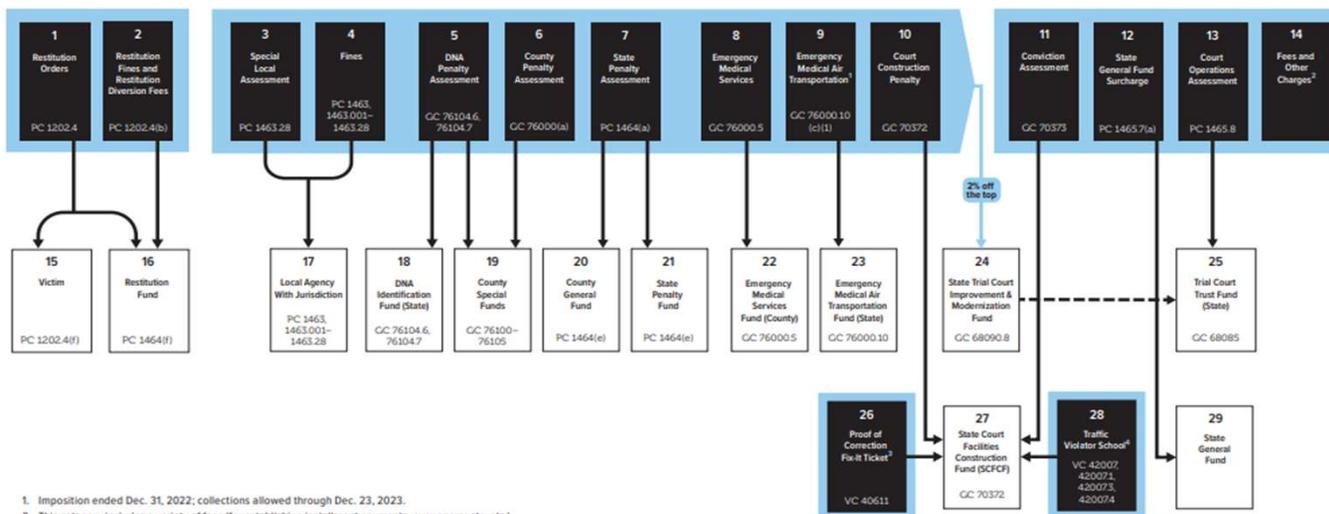
Interrelationships



Distribution of Criminal and Traffic Fines, Penalties & Fees

Restitution, fines, penalties, assessments, fees, and other distributions represent the universe of distributions that can be imposed by a court. This flowchart is based on a red light violation. Actual distributions imposed vary depending on the specific violation, whether a person is eligible for traffic violators school, and other factors. Generally, parking fines (e.g., for metered parking) are imposed for violations of state or local law as implemented by local government, but are not imposed by the courts, with a few exceptions related to disabled parking.

This document is for illustration only and should not be used as a template for actual distributions. For guidance on distributions for specific violations, please refer to the Trial Court Revenue Distribution Guidelines (www.sco.ca.gov/ard_trialcourt_manual_guidelines.html).



1. Imposition ended Dec. 31, 2022; collections allowed through Dec. 23, 2023.
2. This category includes a variety of fees (for establishing installment payments, expungements, etc.), asset forfeitures, civil assessments (imposed due to failure to pay or failure to appear in court in lieu of issuing a bench warrant), and other miscellaneous distributions.
3. First \$10 split between jurisdiction where violation occurred, County General Fund, and State Penalty Fund. Remaining \$15 goes to ICNA.
4. A \$49 fee is split: 51% goes to SCFCF, 49% to County General Fund.

EC = Education Code
 GC = Government Code
 PC = Penal Code
 VC = Vehicle Code

■ Fine, fee, or penalty □ Fund

— Deposit
 - - - Transfer

Evaluate and make recommendations to the Judicial Council and the Legislature for **consolidating and simplifying the** imposition of criminal and traffic-related court-ordered debts and the **distribution of the revenue** derived from those debts with the goal of improving the process for those entities that benefit from the revenues...



Distribution Resources

Judicial Council
Uniform Bail and
Penalty Schedule

Revenue
Distribution
Worksheets

Crosswalk

Revenue
Distribution FAQs

SCO: Trial Court
Revenue
Distribution
Guidelines

Statutes:
California
Legislative
Information

Distribution of Trial Court Revenue

[PC § 1463.001](#) tells how the collected fines, penalties, service charges, and allocations are distributed each month:

1. Penalties and assessments added to base fines are distributed to the proper funds, according to law.
2. Unless specified, base fines are distributed as follows:
 - County arrests** are distributed 100% to **county**.
 - City arrests** are split between **city and county** pursuant to [PC § 1463.002](#).
3. Base fines **with** a specified distribution are allocated to the proper funds, as described in the SCO *Trial Court Revenue Distribution Guidelines*.

Standard Criminal/Traffic Fine Equation

$$\begin{aligned} &\text{Base Fine + Base Fine Enhancements} \\ &= \\ &\quad \textbf{Total Base Fine} \\ &+ \\ &\text{Penalties (State, Local, EMS, DNA, Construction, etc.)} \\ &+ \\ &\quad \text{State Surcharge} \\ &+ \\ &\quad \text{Fees and Assessments} \\ &= \\ &\quad \textbf{Total Bail or Fine} \end{aligned}$$

Fines, Penalties, and Assessments: Part I

Base fines are typically increased by the following:

- **State Penalty:** \$10 for every \$10*
- **Local Penalty:** Up to \$7 for every \$10*
- **EMS Additional Penalty:** \$2 for every \$10*
- **State & Local DNA Penalties:** \$5 for every \$10*
- **State Court Facilities Construction Penalty:** \$5 for every \$10*

In other words, up to **\$29 for every \$10** in base fine (or portion thereof) is added, plus **State Surcharge** (20% of the base fine).

These penalties apply to all criminal fines unless otherwise specified.

**(or portion thereof – round UP)*

Fines, Penalties, and Assessments: Part II

- All criminal convictions are subject to:
 - **Criminal Conviction Assessment:** (\$35/infractions; \$30/felonies and misdemeanors)
 - **Court Operations Assessment:** (\$40)
- Vehicle Code convictions **were** subject to **Emergency Medical Air Transportation Penalty of \$4.**
- These apply only to convictions.
- They do **not** apply to offenses adjudicated in juvenile proceedings, unlike the penalty assessments on the previous slide.

Distribution Worksheet Sample:

Case Study 1 - Speeding Bail Forfeiture										As of: January 2023								
CASE INFORMATION										TEST STEPS (color codes):		\$ BY ENTITY						
Case Number	0	COUNT 1	VC 22349(b)	BASE FINE	35					1. Enter Case Information	Entity	BU \$	TD 1 \$	TD 2 \$				
Violation Date	9/16/2022	Violation Description	1-15 MPH over 55 MPH	Priors						2. Enter the base fine of violation per current UBS	STATE	153.72	0.00	0.00				
Disposition Date	11/21/2022	Violation Type	Traffic Infraction	Enhanced BASE	35					3. Enter county local penalties, add'l EMS, SCFCF	COUNTY	58.56	0.00	0.00				
Arresting Agency	Coronado PD	Disposition	Bail Forfeiture							4. Enter standard and Court-specific fees	CITY	25.73	0.00	0.00				
County %	25%	COUNT 2 (if any)		BASE FINE	0					5. If case's total fine is NOT standard, enter total fine and select TOP-DOWN 1 or 2 from drop-down list	COURT	0.00	0.00	0.00				
City %	75%	Violation Description		Priors						6. Enter Court's distribution codes & amts	CNTY or CTY	0.00	0.00	0.00				
TOTAL Enhanced Base	\$35.00	Violation Type		Enhanced BASE	0					7. Tickmark any FINDINGS numerically then detail below	Total	238.00	0.00	0.00				
Portion of 10	4	Disposition		GC 76000	\$ 7.00							0.00	0.00	0.00				
2%	Per 10	DISTRIBUTION		DISTRIB B ENTITY	STANDARD BASE-UP			COURT DISTRIBUTION		TOP-DOWN METHOD 1			TOP-DOWN METHOD 2			VARIANCE Over/ (Under)	FINDINGS	COMMENTS
					Standard Per UBS	2% Amt	FINAL (After 2%)	DISTRIB CODE or DESCRIPTION	DISTRIB AMT	Prorate % After Fixed	2% Amt	FINAL (After 2%)	Prorate All by Same %	2% Amt	FINAL (After 2%)	TOP-DOWN (B-C)		
							A		B	0.00%		C	0.00%		C			
Y		PC 1463.001 - Base County	COUNTY	8.75	0.18	8.58				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y		PC 1463.002 - Base City	CITY	26.25	0.53	25.73				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	7	PC 1464 - State PA - State portion (70%)	STATE	28.00	0.56	27.44				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	3	PC 1464 - State PA - County portion (30%)	COUNTY	12.00	0.24	11.76				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	0.75	GC 76104.6 - DNA PA (1/10) 75%	COUNTY	3.00	0.06	2.94				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	0.25	GC 76104.6 - DNA PA (1/10) 25%	STATE	1.00	0.02	0.98				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	4	GC 76104.7 - DNA Addl PA (4/10 eff 6-27-12; prev 3/10)	STATE	16.00	0.32	15.68				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	2.00	GC 76100 - LCCF	COUNTY	8.00	0.16	7.84				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	2.00	GC 76101 - LCJF	COUNTY	8.00	0.16	7.84				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	1.50	GC 76104 - EMS	COUNTY	6.00	0.12	5.88				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	0.50	GC 76104.5 - DNA ID	COUNTY	2.00	0.04	1.96				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	1.00	GC 76102 - Auto	COUNTY	4.00	0.08	3.92				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	2.00	GC 76000.5 - EMS Addl PA (BOS: 2/10)	COUNTY	8.00	0.16	7.84				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y		GC 76000.10(c) - EMAT Penalty (\$4 eff 1-1-11; may not be imposed after 12-31-22 or collected after 12-31-23)	STATE	4.00	0.08	3.92				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Y	5.00	GC 70372(a): SCFCF (5/10)	STATE	20.00	0.40	19.60				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
N		PC 1465.7 - 20% Surcharge	STATE	7.00	0.00	7.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		SUBTOTAL		162.00		158.90		0.00		0.00		0.00	0.00		0.00			
N		PC 1465.8 - Court Ops Assmnt (\$40 eff 10-19-10)	STATE	40.00	0.00	40.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
N		GC 70373 - Crim Conv Assmnt (\$30 for misd/\$35 for infr)	STATE	35.00	0.00	35.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
N		VC 40508.6 - Priors/DMV Admin Fee (up to \$10)	COURT	0.00	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
N		VC 42006 - Night Court Assmnt (\$1)	STATE	1.00	0.00	1.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00		
N		GC 68090.8 - 2% State Automation (for fines, penalties & forfeitures)	STATE			3.10						0.00			0.00	0.00		
		TOTAL FINE		238.00		238.00	TOTAL	0.00				0.00			0.00	0.00		

Sample Traffic Fine: Vehicle Code §24400(b)

“A motor vehicle, other than a motorcycle, shall be operated during darkness, or inclement weather, or both, with at least two lighted headlamps...”

Base Fine: **\$ 35**

Penalties:

- State Penalty (\$10 x 4): \$ 40
- Local Penalty (\$7 x 4): \$ 28
- DNA Penalties (\$5 x 4): \$ 20
- Court Construction Penalty (\$5 x 4): \$ 20
- EMS Penalty (\$2 x 4): \$ 8

Total Penalties: **\$116**

- State Surcharge (\$35 x 20%): \$ 7
- Criminal Conviction Assessment \$35
- Court Operations Assessment \$40

Total Assessments: **\$ 73**

TOTAL BAIL/FINE: **\$ 233**

Plus \$4 EMAT and \$1 Night Court in the example on the previous slide, for a total of \$238

Completing the TC-31 Form

Marieta Delfin, Supervisor

Report to State Controller of Remittance to State Treasurer (TC-31)



MALIA M. COHEN
California State Controller

AGENDA

- Tips
- Resources and Links
- Contacts

TC - 31 Form

https://www.sco.ca.gov/Files-ARD-Local/remitttc_tc31.xlsx

CO				REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31			
REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31				COLLECTIONS FOR THE MONTH OF [Mo. / Y.]:			
YEAR	MONTH	IN	OUT	NET	AMOUNT	DESCRIPTION	AMOUNT
						General Fund - Penal Code 1465.7; AB 1881 - 2K Carriage	
						Animal Care	
						General Fund - Penal Code 1216.4 - Civil Measurement	
						General Fund - Health & Safety 11872.5 - Criminal Justice Lab Fee	
						Health & Safety 11882 - State Fee	
						General Fund - Penal Code 238.3 - Final Conviction	
						General Fund - Penal Code 238.3 - Sexual & Subsequent Convictions	
						General Fund - Health & Safety 11405 - Animal Facilities (2402)	
						General Fund - Penal Code 1465.21(a) - Unlicensed Motorists (618)	
						General Fund - Vehicle Code 48225(a)	
						General Fund - Health & Safety 18225 - State penalty on food	
						Motor Vehicle Revenue - Vehicle Code 14500(a); AB 2433 - Traffic	
						violations and 153.5 - Civilian and Commercial Fee	
						Motor Vehicle Revenue - Penal Code 1465.21(a) - Unlicensed	
						motorists (618) - Animal	
						State Fire Marshall License Fee - Health & Safety 12185 -	
						Registration Fee	
						Soil Conservation Fee - CC 54289 - Williamson Act - Conservation	
						Admission	
						Trial Court Improvement Fee - Government Code 68018.8 - 2K	
						Admission	
						Trial Court Improvement Fee - CC 77285 - 18K Excess	
						Fish & Game Prosecution Fee - Fish & Game 12805 - Fish & Game	
						Prosecution Fee	
						Fish & Game Prosecution Fee - Fish & Game 12805, 12806 - Sexual	
						Violations Excess	
						Fish & Game 12805 - Pollution Revenue - Fish & Game 12801	
						Registration Fee - Penal Code 1282.4, VM 728.6	
						Registration Fee - PC 234 - Children's Travel Fee	
						Registration Fee - Penal Code 1881.58 - Diversion Registration Fee	
						Registration Fee - Penal Code 1282.41 - Conditional Release	
						Registration Fee	
						Registration Fee - Penal Code 1465.18 - DUI Fees; Health & Safety	
						Code 155181(a)	
TOTAL							
TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the						STATE TREASURER'S ENDORSEMENT	
amount reported, is correct and that of the State's share of collections reported for the							
month stated above in accordance with Sections 18100 and 18800 of the Government Code.							
Receipts have been made to the State Treasurer.							
(SIGNED)							
OFFICIAL TITLE				DATE			
CONTACT PERSON							
PHONE				E-MAIL ADDRESS			
ADDRESS							

TC – 31 Tips - #1

Tips to remember when completing your TC-31 forms:

- Use a separate Remittance Advice Number for each page of your form and do not repeat numbers.
- Month Name and Number (two digits) should match.
- Do not put dollar signs (\$) next to the amounts.

	CO#	MONTH	REMITTANCE ADVICE NUMBER		
	59	04	CO 59 0509		
<p>REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31</p> <p>COUNTY NAME - NUMBER: <u>ZENITH</u> 59</p> <p>COLLECTIONS FOR THE MONTH OF (Mo / Yr): <u>APRIL</u> / <u>2023</u></p>					
FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	2 0 2 2	1 6 1 4 0 3	No \$Sign 1,000.00	General Fund - Penal Code 1465.7; AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 8 2 0	2 0 2 2	1 3 1 5 0 0	No \$Sign 500.50	General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines

TC – 31 Tips - #2

Monthly TC-31 forms should be dated for the month of collection, not the date of remittance.

	CO#	MONTH	REMITTANCE ADVICE NUMBER		
	59	04	CO 59 0509		
<p>REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31</p> <p>COUNTY NAME - NUMBER: <u>ZENITH</u> 59</p> <p>COLLECTIONS FOR THE MONTH OF (Mo / Yr): <u>APRIL</u> / <u>2023</u></p>					
FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	2 0 2 2	1 6 1 4 0 3	1,000.00	General Fund - Penal Code 1465.7; AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 8 2 0	2 0 2 2	1 3 1 5 0 0	500.50	General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines
0 0 0 1	9 9 9 0		1 3 0 9 0 1		General Fund - Penal Code 290.3 - First Conviction



TC-31s are based on the fiscal year (July 1–June 30); “2022” is the correct entry for FY 2022-23 collections.

TC - 31 Tips - #3

Audit Finding (Use separate TC-31 form)

MONTH CODE: **99**

COLLECTIONS FOR THE MONTH OF: **Audit**

(Mo/Yr): **fiscal years under audit**

FY: **Prior Fiscal Year**

CODE SECTION & DESCRIPTION: Add the **“Audit Finding Number”**

CO#		MONTH		REMITTANCE ADVICE NUMBER			
59		99		CO 59 0513			

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: ZENITH 59

COLLECTIONS FOR THE MONTH OF (Mo / Yr): AUDIT / FY 14/15 TO 17/18

FUND	AGENCY	FY	REV / OBJ	AMOUNT	D/C	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	2 0 2 1	1 6 1 4 0 3	12,400.00		General Fund - Penal Code 1465.7, AB 3000 - 20% surcharge on criminal fines - Audit Finding #1
0 0 0 1	0 8 2 0	2 0 2 1	1 3 1 5 0 0	12,400.00		General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines - Audit Finding #1
0 0 0 1	0 0 0 0	2 0 2 1	1 2 0 0 0 1			General Fund - Penal Code 290.3 - First Conviction

TC – 31 Tips - #4

Submit a copy of the Summary of Audit Findings schedule with the TC-31 form.

Schedule—						
Summary of Audit Findings Affecting Remittances to the State Treasurer						
July 1, 2014, through June 30, 2018						
Finding ¹	Fiscal Year				Total	Reference ²
	2014-15	2015-16	2016-17	2017-18		
Unremitted to the State						
<i>Zenith County</i>						
General Fund - PC 1465.7; AB 3000	\$ 3,000	\$ 2,500	\$ 4,100	\$ 2,800	\$ 12,400	←
General Fund - Health & Safety 11372.5 - Criminalist lab Fee' Health & Safety 11502	3,000	2,500	4,100	2,800	12,400	←
State Court Facilities Construction Fund - GC §70372(b)	1,000	1,200	2,100	1,400	5,700	
State General Fund (Equipment Violation) - VC §40225(d)	5,000	5,300	7,100	4,000	21,400	
Total Parking Surcharges Unremitted to the State	12,000	11,500	17,400	11,000	51,900	Finding 1
Unremitted to Zenith County (Parking Surcharges)						
<i>City of Zenith</i>						
State Trial Court Trust Fund - GC §76000.3(a)	1,600	1,200	1,400	1,400	5,600	
State General Fund (Equipment Violation) - VC §40225(d)	5,800	2,600	6,700	9,900	25,000	
Total Parking Surcharges Unremitted to Madera County	7,400	3,800	8,100	11,300	30,600	Finding 2
Underremitted to the State						
<i>Zenith County</i>						
State DNA Identification Fund - GC §76104.6	(1,684)	(2,035)	(2,323)	(2,204)	(8,246)	
State DNA Identification Fund - GC §76104.7	4,324	5,115	6,618	6,804	22,861	
Total	2,640	3,080	4,295	4,600	14,615	Finding 3
Total Net-Underremittance to the State	\$ 22,040	\$ 18,380	\$ 29,795	\$ 26,900	\$ 97,115	

TC-31 Poll #1

Amounts in the TC-31 form should have dollar (\$) signs.

- a. True
- b. False

TC-31 Poll #2

The Fiscal Year for May 2023 collections is:

- a. 2022
- b. 2023

TC – 31 Tips - #5

Interest/Penalty Remittances

As a result of:

- a) Audit
- b) Delinquent Remittance – Regular Collections

Please submit separately from the regular collections.

Use the TC-31 form sent with the billing letter.

Enter the current fiscal year for all penalty/interest remittances.

TC – 31 Tips - #6

The total amount at the bottom of each page must be a positive number. Negative entries must be submitted with supporting documents.

CO# MONTH	REMITTANCE ADVICE NUMBER
59 01	CO 59 0516

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: ZENITH / 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): January / 2023

FUND	AGENCY	FY	REV / OBJ	AMOUNT	D/C	CODE SECTION & DESCRIPTION
0 6 4 1	0 8 2 0	2 0 2 2	2 9 9 5 0 0	5,000.00		Domestic Violence Restraining Order Reimbursement Fund - Penal Code 1203.097
0 6 4 2	4 2 6 5	2 0 2 2	1 3 1 7 0 0	377.00		Domestic Violence Training and Education Fund - Penal Code 1203.097
0 7 6 7	1 1 1 1	2 0 2 2	1 3 1 7 0 0	(5,376.99)	C	Pharmacy Board Contingent Fund - Business & Professions Code 4236-4414
TOTAL				0.01		

TC – 31 Tips - #7

Please stop using old/abolished codes and use the new codes.



OLD CODES			NEW CODES			CODE SECTIONS
FUND	AGENCY	REV/OBJ	FUND	AGENCY	REV/OBJ	
3138	0250	164804	3037	0250	164801	Government Code §70372(a)
3138	0250	164802	3037	0250	164802	Government Code §70373 - misdemeanor & felony
3138	0250	164803	3037	0250	164803	Government Code §70373 - infraction
3138	0250	164763	3037	0250	164763	Government Codes 68085.1(e)(4) and 68085.3(c)(1)(2)
3138	0250	161411	3037	0250	161411	Vehicle Code §40611
3138	0250	164101	3037	0250	164101	Vehicle Code §42007.1
0932	0250	164400	0001	0250	164400	Penal Code 1214.1 (a)

TC - 31 Tips - #8

PC 1214.1 - Civil Assessments

CO# MONTH	REMITTANCE ADVICE NUMBER
	CO _ _ _ _ _

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER:

COLLECTIONS FOR THE MONTH OF (Mo / Yr):

FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0		1 6 1 4 0 3		General Fund - Penal Code 1465.7; AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 2 5 0		1 6 4 4 0 0		General Fund - Penal Code 1214.1 - Civil Assessments
0 0 0 1	0 8 2 0		1 3 1 5 0 0		General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines
0 0 0 1	9 9 9 0		1 3 0 9 0 1		General Fund - Penal Code 290.3 - First Conviction
0 0 0 1	9 9 9 0		1 3 0 9 0 2		General Fund - Penal Code 290.3 - Second & Subsequent Convictions
0 0 0 1	9 9 9 0		1 6 0 5 0 0		General Fund - Health & Safety 11489 - Asset Forfeitures (24%)
0 0 0 1	9 9 9 0		1 6 4 0 0 0		General Fund - Penal Code 1463.22(c) - Uninsured Motorists (\$10 Conviction)
0 0 0 1	9 9 9 0		1 6 4 2 0 1		General Fund - Vehicle Code 40225(d)
0 0 0 1	9 9 9 0		1 6 4 3 0 1		General Fund - Health & Safety 105257 - State penalty on lead abatement fines

TOTAL -

STATE TREASURER'S ENDORSEMENT

TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency I represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Sections 68101 and 68085.1 of the Government Code. Remittance has been made to the State Treasurer.

(SIGNED)

OFFICIAL TITLE _____ DATE _____

CONTACT PERSON _____

PHONE _____ E-MAIL ADDRESS _____

TC – 31 Tips - #9

Sign and date TC-31 forms

The signature on the TC-31 forms may be an original wet signature, electronic signature, or a signed and scanned copy.

Unsigned forms are not processed.

Complete all fields clearly at the bottom of the TC-31 form.

TOTAL **7,700.00**

TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency I represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Sections 68101 and 68085.1 of the Government Code. Remittance has been made to the State Treasurer. *

(SIGNED)	<i>John Doe</i>	
OFFICIAL TITLE	Auditor-Controller	DATE 5/5/2023
CONTACT PERSON	Mary Smith	Msmith@county.org
PHONE	(916) 123-4568	E-MAIL ADDRESS
ADDRESS	8910 X Street, City, CA 9XXXX	

TC-31 Poll #3

It is allowed to submit a TC-31 with negative total amount.

- a. True
- b. False

TC-31 Poll #4

Effective 7/1/2022, 0001 (General Fund) is the fund code for PC 1214.1 civil assessments.

- a. True
- b. False

TC – 31 Tips - #10

Submit your TC-31 forms to:

OR

State Treasurer
Cash Management Division
915 Capitol Mall, Room 319
Sacramento, CA 95814

State Treasurer
Cash Management Division
P.O. Box 942809
Sacramento, CA 94209-0001

DO NOT submit your TC-31 forms to the State Controller's Office.

For electronic payment inquiries, please email STO:

CTSMD_In_Out_Wires@treasurer.ca.gov

cc: finserv@treasurer.ca.gov

TC – 31 Resources

https://www.sco.ca.gov/ard_trialcourt_manual_guidelines.html

Revenue Distribution Training Program

→ [Training Materials, Frequently Asked Questions, and Judicial Council Distribution Worksheets](#)

For questions that are not addressed by the information via the link above, please contact the Local Government Policy Unit at LocalGovPolicy@sco.ca.gov

TC-31 Forms and Instructions

- [Remittance to the State Treasurer \(TC-31\) Accounting Form](#)  *Updated 07.28.2022
- [Guidelines for Revised TC-31 Forms](#) 
- [TC-31 Frequently Asked Questions \(FAQs\)](#) ←
- [TC-31 Submission Training](#)  ←

Email List

To receive notification of updates to the **Trial Court Revenue Distribution Guidelines** webpage, please visit the [Trial Court Revenue Distribution email subscription webpage](#).

To receive notification of updates to the **TC-31 form**, please visit the [TC-31 Updates email subscription webpage](#). ←

TC – 31 Contacts

Tax Accounting Unit:

lgpsdtaxccounting@sco.ca.gov

Marieta Delfin – MDelfin@sco.ca.gov

Agboo Abeywickrama – AAbeywickrama@sco.ca.gov

Tax Programs Unit:

lgpsdtaxprograms@sco.ca.gov

Lacey Baysinger – Lbaysinger@sco.ca.gov

Ying Dong – Ydong@sco.ca.gov

Session summary

Legislative cycle

Court and County approach to implementing changes to statute

Adjustments and Discharge from Accountability

Collections Reporting Template challenges

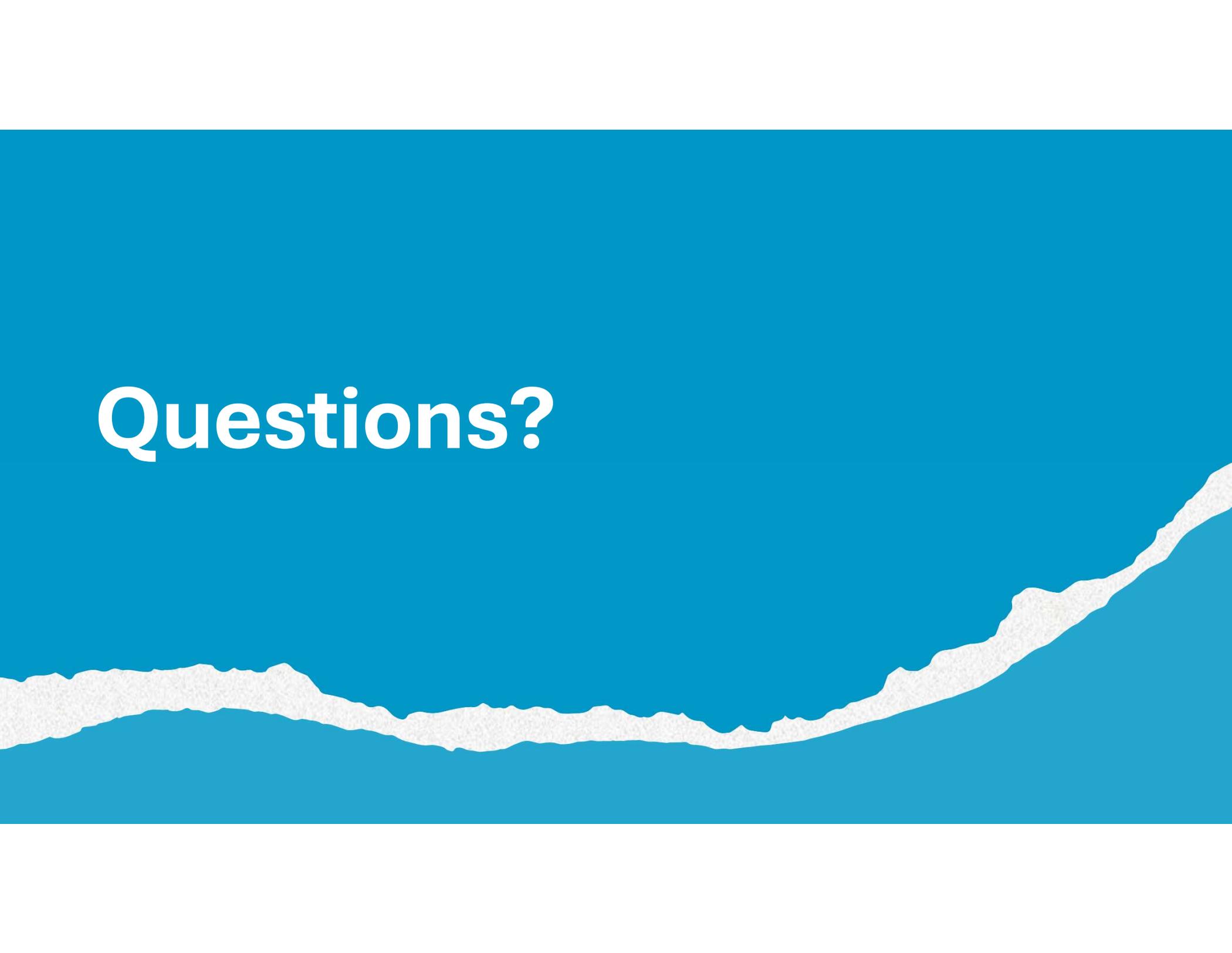
Revenue distribution: training and process

Tips for completing TC-31 form

Time to
evaluate

Session A: [Click here](#) for Survey Monkey questionnaire

Questions?

The image features a solid blue background. At the bottom, there is a horizontal strip of white, textured material that looks like torn paper, with irregular, jagged edges. The word "Questions?" is written in a bold, white, sans-serif font, positioned in the upper left quadrant of the blue area.