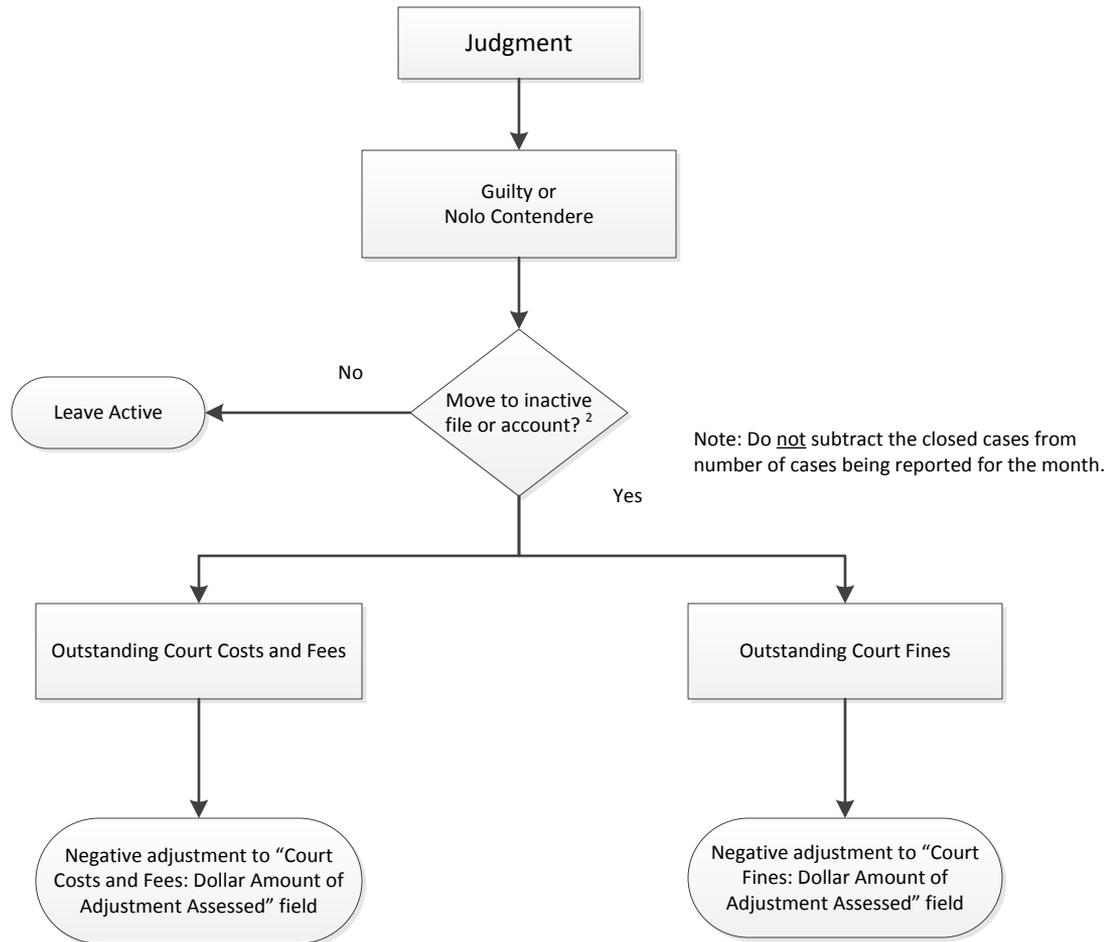


**OCA Monthly Court Collection
Reporting System (CCRS)
Inactivating/Administratively Closing¹ Cases**
(Cases deemed uncollectable; City Council or Commissioner's Court
should approve this process²)



¹ Note: There is no statute that allows for “administratively closing of cases.” However, there is no penalty for doing so.

² There needs to be a formal process for inactivating/removing cases that are deemed uncollectable from the balance sheet of an entity so that these uncollectable amounts no longer appear in Accounts Receivable. It is recommended that City Council or Commissioners Court approve the process.