**Adjustment Fields Specifications**

The following are examples but not an exhaustive list of events that would cause adjustments: expiration of probation, data entry errors, overpayments, bounced (insufficient funds) checks, appeals, and administratively closing/inactivating cases.

When the events listed above (excludes administratively closing/inactivating cases) or similar types of transactions *occur in the same month* as the amount assessed or amount collected the events are accounted for during the month and nothing is placed in courts costs, fees, and fines adjustments assessed and/or collected fields. For example: A collection check is received at the beginning of the month but during the month the check was returned for insufficient funds. Since both transactions occurred in the same month the check amount should not be reported as collected and the return of the check should not be reported as an adjustment.

When the events listed above occur (excludes administratively closing/inactivating cases) or similar types of transactions in the current month but affects previously recorded transactions for a case from previous month(s), the following must occur:

*Accounting for Adjustments in Dollar Amount* ***Assessed*** *for Previous Months:*

When cases are administratively closed/inactivated, the total amount assessed for the closed/ inactivated cases is reflected as a negative amount in “Dollar Amount of Adjustment Assessed” fields. This adjustment in the amount assessed can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount. Note: Administratively closed/inactivated case is when adjudicated cases are inactively/administratively closed for collection purposes and no additional effort will be made to collect what is owed. Also note that the amount must have been assessed (adjudicated case). If the case was a “no show” there was never a plea or judgment of guilt and therefore, there is no assessed amount and the case should not be reported.

When a Judge reverses a fine that was assessed (i.e. late acceptance of the Driver Safety Course documentation), the software reverses the amount assessed on a previous month’s report by placing the assessed amount in the Fine – “Dollar Amount of Adjustment Assessed” field. Other types of reversals in amount assessed can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

When a person’s probation expires and the probation began before September 2013, no more monies can be collected on any court costs, fees, and fines previously assessed. (Note that the statue was changed in September 2013 and this does not apply to probations begun after that date.) All monies must be collected before probation expiration. This type of transaction is reflected as a negative amount in “Dollar Amount of Adjustment Assessed” fields. This adjustment in the amount assessed can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

*Accounting for Adjustments in Dollar Amount* ***Collected*** *for Previous Months:*

When a check bounces (insufficient funds) and the amount collected was reported in a previous month’s report, the reversal is reported in “Dollar Amount of Adjustment Collected” in the month that the check was returned. This adjustment can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

If an overpayment occurs, only the amount satisfying the assessment is reported. Therefore, whether the overpayment is kept or refunded no adjustment needs to occur to the OCA Monthly Collection Report. However, if your software is unable to identify the overpayment amount, the overpayment amount is recorded like a normal payment in the Fine – “Dollar Amount Collected” field. The overpayment amount is not added to the “Dollar Amount Assessed” field and, when refunded, is adjusted in the Fine – “Dollar Amount of Adjustment Collected” field when not occurring in the same month as the payment.

*Accounting for Adjustments in Dollar Amount* ***Assessed*** *and/or Dollar Amount* ***Collected*** *for Previous Months:*

When a data entry error occurs, adjustments are accounted for in the applicable fields. An adjustment in “Dollar Amount Assessed” field is corrected in the “Dollar Amount of Adjustment Assessed” field in court Cost and Fees or Court Fines sections and an adjustment in “Dollar Amount Collected” field is corrected in “Dollar Amount of Adjustment Collected” field in Court Cost and Fees or Court Fines sections. These amounts can be both positive and negative.

When an appeal overturns a conviction, the previously recorded “Dollar Amount Assessed” in both the Court Costs and Fees section and the Fines section are negatively adjusted in the “Dollar Amount of Adjustment Assessed” in both the Court Costs and Fees section and the Fines section. Any collected amounts are refunded and adjusted in the “Dollar Amount of Adjustment Collected” fields as appropriate for the Court Costs and Fees section and the Fines section.