Office of Court Administration

Collection Improvement Program
Monthly Collection Report Form

1. **County or City Name:**		**2. Date:**
3. **Year:**		
4. **Month:**		
5. **Court Level (check only one):** ☐ **District** ☐ **County** ☐ **Justice** ☐ **Municipal**		
6. **Number of cases in which court costs, fees, and fines were assessed during the month in item #4:**		
7. **Court Costs and Fees (If you cannot separate court costs & fees from fines go to Item 33)**		
8. **Dollar amount assessed during the month:**		
9. **Dollar amount collected during the month:**		
10. **Dollar amount waived during the month:**		
11. **Dollar amount of jail time served credit given:**		
12. **Dollar amount of community service credit given:**		
13. **Court Costs and Fees Aging Schedule (If you cannot "age" payments go to Item 20)**		
14. **Dollar amount collected from date of assessment through date of payment**		
15. **0 – 30 days:**		**Note: The sum of Items 15 – 19 should equal Item 9 "Dollar amount collected" during the current month**
16. **31 – 60 days:**		
17. **61 – 90 days:**		
18. **91 – 120 days:**		
19. **120+ days:**		
20. **Court Fines (If you cannot separate court costs and fees from fines go to Item 33)**		
21. **Dollar amount assessed during the month:**		
22. **Dollar amount collected during the month:**		
23. **Dollar amount waived during the month:**		
24. **Dollar amount of jail time served credit given:**		
25. **Dollar amount of community service credit given:**		
26. **Court Fines Aging Schedule (If you cannot "age" payments end here)**		
27. **Dollar amount collected from date of assessment through date of payment**		
28. **0 – 30 days:**		**Note: The sum of Items 28 – 32 should equal Item 22 "Dollar amount collected" during the current month**
29. **31 – 60 days:**		
30. **61 – 90 days:**		
31. **91 – 120 days:**		
32. **120+ days:**		
33. **Total Court Costs, Fees, and Fines (Only if you cannot separate court costs and fees from fines)**		
34. **Dollar amount assessed during the month:**		
35. **Dollar amount collected during the month:**		
36. **Dollar amount waived during the month:**		
37. **Dollar amount of jail time served credit given:**		
38. **Dollar amount of community service credit given:**		
39. **Total Court Costs, Fees, and Fines Aging Schedule (If you cannot separate court costs and fees from fines and can "age" complete the below, but if you cannot "age" payments end here)**		
40. **Dollar amount collected from date of assessment through date of payment**		
41. **0 – 30 days:**		**Note: The sum of Items 41 – 45 should equal Item 35 "Dollar amount collected" during the current month**
42. **31 – 60 days:**		
43. **61 – 90 days:**		
44. **91 – 120 days:**		
45. **120+ days:**		

Item	Description
1.	The county or city name.
2.	The current date.
3.	The year covered by the report.
4.	The month covered by the report.
5.	The court level covered by the report. Include all courts at the same level in this report, *i.e.* all justice courts, or all county courts, etc., that are handled by the program.
6.	The number of cases in which court costs, fees and fines were assessed during the month in item #4.
7.	If your software keeps track of court costs and fees separately from fines, then provide the data for **court costs and fees** in Items 8 -12. If your software keeps court costs, fees, and fines as a single amount complete Items 34 - 38.
8.	The total dollar amount of **court costs and fees** assessed during the month for all courts at this level.
9.	The total dollar amount of **court costs and fees** collected during the month for all courts at this level for all current and prior months' cases. (This does not include credit for jail time served or community service credit.)
10.	The total amount of **court costs and fees** waived during the month for all courts at this level. Include waivers given this month on all current and prior months' cases.
11.	The total dollar credit for jail time served which was approved by the court during the month to satisfy **court costs and fees**. Include all courts at this level.
12.	The total dollar credit for community service performed which was approved by the court during the month to satisfy **court costs and fees**. Include all courts at this level.
13.	If your software provides an aging report for payments and you are able to separate court costs and fees from fines, then provide data in Items 15 - 19.
14.	The time span will be calculated from the date of conviction/adjudication or the date of deferral (i.e., deferred disposition, driving safety course deferral, and deferred adjudication) shown in the court's docket through the date of payment. Note that the sum of the amounts in Items 15 - 19 should equal Item 9.
15.	The total dollars paid where the time span for the payment of **court costs and fees** is between 0 - 30 days inclusive. If the date of assessment and the date of payment are the same, then the time span equals zero.
16.	The total dollars paid where the time span for payment of **court costs and fees** was between 31 - 60 days.
17.	The total dollars paid where the time span for payment of **court costs and fees** was between 61 - 90 days.
18.	The total dollars paid where the time span for payment of **court costs and fees** was between 91 - 120 days.
19.	The total dollars paid where the time span for payment of **court costs and fees** was greater than 120 days.
20.	If your software keeps track of court costs and fees separately from fines, then provide data for **fines** in Items 21 - 25. If not, complete Items 34 - 38.
21.-25.	Same as Item 8 - 12, except these are for **fines** rather than court costs and fees.
26.	If your software provides a report that has the aging of payments and you are able to separate court costs and fees from fines, then provide data in Items 28 - 32.
27.	Same as 14, except the sum of the amounts in Items 28 - 32 should equal Item 22.
28.-32.	Same as 15 - 19, except these are for **fines** rather than court costs and fees.
33.	If your software does not keep track of court costs and fees separately from fines, then provide data in Items 34 - 38.
34.-38.	Same as Item 8 - 12, except these are for **court costs, fees, and fines** rather than court costs and fees.
39.	If your software provides a report that has the aging of collections and you are not able to separate court costs and fees from fines, then provide data in Items 41 - 45.
40.	Same as 14, except the sum of the amounts in Items 41 - 45 should equal Item 35.
41.-45.	Same as 15 - 19, except these are for **court costs, fees, and fines** rather that court costs and fees.