Setting Up Fine-Cost

Payment Plan Method

AR Courts Memo:

For cases filed before January 1, 2026, a $10.00 installment fee is charged each month as long as a balance is owed on the fine. For cases filed on or after January 1, 2026, a $7.50 installment fee shall be assessed and collected until the defendant has paid $90.00 in installment fees or the total assessment owed by the defendant has been paid, whichever occurs first. If a defendant is ordered to pay a new fine, the ninety-dollar installment fee cap shall not carry over or prevent a new assessment of a monthly installment fee. If a defendant is making an installment payment in more than one department of a district court, the fees shall be assessed and collected by each department. Please let me know if you have any questions or need anything else.

iSoms Translation

Any Fine/Cost Docket with a court date prior to 01/01/2026 will still be using the original method of Once Per Jacket. So, all open dockets for that Jacket will still only get applied a single Finance Charge of 10.00 to the oldest docket *(exception below)*

Any Fine/Cost Docket with a court date on/after 01/01/2026 will get a 7.50 finance charge per group of Distinct Court Dates. With a max applied finance charge on that group of court dates being 90.00.

Exception: A Docket with a Court Date on/after 01/01/2026 can be marked as ***Exclude from Payment Plan*** (a new check box on the docket screen above the tabs on the right). If this box is checked

1. It will be included in the Dockets for Once Per Jacket Finance Charge
2. It will EXCLUDED from the Payment Plan method.

Vital Company Setup Settings Program = **FINECOST**

The system will test all of these settings prior to applying finance charges.

Setting **FINANCE-CHARGE-PAYMENT-PLAN-ACTIVE** – Must Be YES. This is the trigger for the Once per Jacket to Evaluate the start date of 01/01/2026.

If this is not set, it will process all Once Per jacket Dockets like it did originally

If this is not set you WILL NOT be able to use the Payment Plan Method

Setting **FINANCE-CHARGE-PAYMENT-PLAN-START-DATE** – required mm/dd/yyyy format. it will test this date to be populated and valid. Cannot be in the future, cannot be prior to 01/01/2026.

Setting **FINANCE-CHARGE-PAYMENT-PLAN-MAX-AMOUNT** – required Min 10.00 max for this purpose the Max Setting should be 90.00. Cannot be < 10.00 or more than 200.00

Setting **FINANCE-CHARGE-PAYMENT-PLAN-FINANCE-CHARGE-AMOUNT** – required min 5.00 max 50.00, for this document you should set it to 7.50

Setting **FINANCE-CHARGE-PAYMENT-PLAN-USE-COURTDATE-AND-TIME** – *not required*, the default value is Use the Court Date Only vs Court Date + Court Type. It should only be required to set this to Y-YES if the agency has a morning court say 09:00 and an after-noon court say 13:00 that would be considered to Different Payment Plan Court Date Groups

Summary

Any court date prior to 01/01/2026 nothing changes

Any court date on/after 01/01/2026 will be grouped into Court Dates by Jacket so a person would only get a max charge of 90.00 on that group of dockets