



**FLORIDA CLERKS OF COURT
OPERATIONS CORPORATION**

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**PAYMENT PLAN COUNTING BUSINESS RULES
Monthly Payment Plan Report - PILOT
Effective October 1, 2024**

The goal of these rules is to ensure the consistent and accurate counting of cases on a payment plan. These business rules are in draft form for the work of a pilot group of counties.

Reporting Guidelines

1. In sections A1 through A11, count the number of cases placed on a payment plan per month by court type.
 - a. Do not count the total number of payment plans.
2. If multiple cases are placed on a single payment plan, count by court division, if possible. If you cannot break out the court divisions of the cases placed on a payment plan, report the total number of cases on Line 41, section A11, Multiple Case Types.
3. In cell D45, enter the total number of payment plans tracked by your office, as of September 30, 2022.
4. The total number of new payment plans should be entered on Line 46.
 - a. For counties that create a new payment plan per case, this number will equal the totals on Line 43.
 - b. For counties that combine multiple cases into a single payment plan, this number will be less than the total on Line 43.
5. On Line 47, enter the total number of payment plans that have been removed; satisfied/paid in full, defaulted, or otherwise removed and are no longer being tracked.
6. If a case is added to an existing payment plan the case should be counted under the appropriate court division but no changes made to payment plan amount because that plan should already be captured in the total.
7. If a previously defaulted case is placed on a payment plan again, the case and payment plan should be added again.