

Payment Plan Reporting





Payment Plan Report Purpose

- Provides reason for payment plan performance and provides a direction for an action plan.

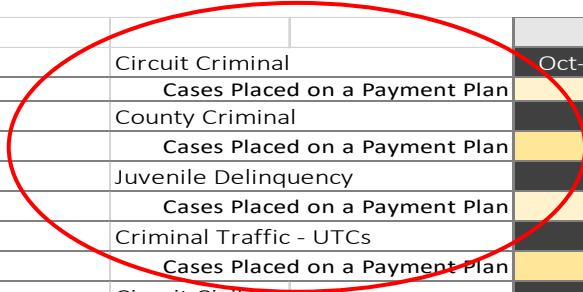
- Provides example of compliance customer service to the legislature.

- Identifies effectiveness of payment plans within a particular court type.

- Illustrates revenue trends.

Sample Payment Plan Report

		CASES ON A PAYMENT PLAN												
A1	Circuit Criminal	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total
	Cases Placed on a Payment Plan	123	108	128	92	86	212	131	100	111	71	80	101	1,343
A2	County Criminal													YTD Total
	Cases Placed on a Payment Plan	57	84	88	91	72	97	70	80	85	48	46	52	870
A3	Juvenile Delinquency													YTD Total
	Cases Placed on a Payment Plan													0
A4	Criminal Traffic - UTCs													YTD Total
	Cases Placed on a Payment Plan	61	70	79	88	64	100	85	74	83	49			
A5	Circuit Civil													YTD Total
	Cases Placed on a Payment Plan													
A6	County Civil													YTD Total
	Cases Placed on a Payment Plan													0
A7	Probate													YTD Total
	Cases Placed on a Payment Plan													0
A8	Family													YTD Total
	Cases Placed on a Payment Plan													0
A9	Juvenile Dependency													YTD Total
	Cases Placed on a Payment Plan													0
A10	Civil Traffic - UTCs													YTD Total
	Cases Placed on a Payment Plan	165	146	135	145	127	165	124	128	183	77	78	117	1,590
A11	Multiple Case Types													YTD Total
	Cases Placed on a Payment Plan													0
Total Cases on a Payment Plan =		406	408	430	416	349	574	410	382	462	245	227	334	4,643
Number of Active Payment		1,478												
		PAYMENT PLANS												YTD Total
	Number of Payment Plans ²	207	205	235	219	199	289	217	240	249	127	140	182	2,509
	Number of Removed Payment Plans - Satisfied ³	62	49	62	62	83	72	73	44	62	62	62	83	776
	Number of Removed Payment Plans - Defaulted ⁴	146	130	163	124	97	66	161	167	172	113	109	131	1,579
	Number of Removed Payment Plans - Other ⁵													0
Total Active Payment Plans =		1,477	1,503	1,513	1,546	1,565	1,716	1,699	1,728	1,743	1,695	1,664	1,632	



Record court types initiated within a payment plan during the monthly reporting period.

The YTD total equals all payment plans initiated to date within a court type.

County: Report Month: Version #:
 Contact:
 E-Mail Address:

1 Plan with 1 case/court type

		CASES ON A PAYMENT PLAN													COMMENTS	
		Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total		
A1	Circuit Criminal														Circuit Criminal	
	Cases Placed on a Payment Plan	1												0		
A2	County Criminal														County Criminal	
	Cases Placed on a Payment Plan													0		
A3	Juvenile Delinquency														Juvenile Delinquency	
	Cases Placed on a Payment Plan													0		
A4	Criminal Traffic - UTCs														Criminal Traffic - UTCs	
	Cases Placed on a Payment Plan													0		
A5	Circuit Civil														Circuit Civil	
	Cases Placed on a Payment Plan													0		
A6	County Civil														County Civil	
	Cases Placed on a Payment Plan													0		
A7	Probate														Probate	
	Cases Placed on a Payment Plan													0		
A8	Family														Family	
	Cases Placed on a Payment Plan													0		
A9	Juvenile Dependency														Juvenile Dependency	
	Cases Placed on a Payment Plan													0		
A10	Civil Traffic - UTCs														Civil Traffic - UTCs	
	Cases Placed on a Payment Plan													0		
A11	Multiple Case Types														Multiple Case Types	
	Cases Placed on a Payment Plan													0		
Total Cases on a Payment Plan =		1	0	0	0	0	0	0	0	0	0	0	0	0		
Number of Active Payment Plans¹ <small>on 9/30/22</small>		PAYMENT PLANS												YTD Total	COMMENTS	
Number of Payment Plans²															0	
Number of Removed Payment Plans - Satisfied³															0	
Number of Removed Payment Plans - Defaulted⁴															0	
Number of Removed Payment Plans - Other⁵															0	
Total Active Payment Plans =		0	0	0	0	0	0	0	0	0	0	0	0	0		

If a payment plan has 1 circuit criminal case within the plan this would count as 1 under the circuit criminal category. The report would show 1 count for a circuit criminal court type and 1 plan for the monthly time-period submitted.

NOTES

- "Number of Active Payment Plans" in cell D45 includes all active payment plans as of September 30, 2022.
- "Number of Payment Plans" on Line 46 includes all new payment plans added for the month.
- "Number of Removed Payment Plans - Satisfied" on Line 47 includes active payment plans paid in full and no longer tracked.
- "Number of Removed Payment Plans - Defaulted" on Line 48 includes active payment plans that defaulted on payment and no longer tracked.
- "Number of Removed Payment Plans - Other" on Line 49 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.

County: Report Month: Version #:
 Contact:
 E-Mail Address:

1 Plan with 2 cases with same court type

		CASES ON A PAYMENT PLAN											YTD Total	COMMENTS	
		Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23		
A1	Circuit Criminal	0	0	0	0	0	0	0	0	0	0	0	0	0	Circuit Criminal
Cases Placed on a Payment Plan															
A2	County Criminal	0	0	0	0	0	0	0	0	0	0	0	0	0	County Criminal
Cases Placed on a Payment Plan															
A3	Juvenile Delinquency	0	0	0	0	0	0	0	0	0	0	0	0	0	Juvenile Delinquency
Cases Placed on a Payment Plan															
A4	Criminal Traffic - UTCs	0	0	0	0	0	0	0	0	0	0	0	0	0	Criminal Traffic - UTCs
Cases Placed on a Payment Plan															
A5	Circuit Civil	0	0	0	0	0	0	0	0	0	0	0	0	0	Circuit Civil
Cases Placed on a Payment Plan															
A6	County Civil	0	0	0	0	0	0	0	0	0	0	0	0	0	County Civil
Cases Placed on a Payment Plan															
A7	Probate	0	0	0	0	0	0	0	0	0	0	0	0	0	Probate
Cases Placed on a Payment Plan															
A8	Family	0	0	0	0	0	0	0	0	0	0	0	0	0	Family
Cases Placed on a Payment Plan															
A9	Juvenile Dependency	0	0	0	0	0	0	0	0	0	0	0	0	0	Juvenile Dependency
Cases Placed on a Payment Plan															
A10	Civil Traffic - UTCs	0	0	0	0	0	0	0	0	0	0	0	0	0	Civil Traffic - UTCs
Cases Placed on a Payment Plan															
A11	Multiple Case Types	0	0	0	0	0	0	0	0	0	0	0	0	0	Multiple Case Types
Cases Placed on a Payment Plan															
Total Cases on a Payment Plan =		1	0	0	0	0	0	0	0	0	0	0	0	0	
Number of Active Payment Plans¹ <small>on 9/30/22</small>		PAYMENT PLANS											YTD Total	COMMENTS	
Number of Payment Plans²													0		
Number of Removed Payment Plans - Satisfied³													0		
Number of Removed Payment Plans - Defaulted⁴													0		
Number of Removed Payment Plans - Other⁵													0		
Total Active Payment Plans =		0	0	0	0	0	0	0	0	0	0	0	0	0	

2 If a payment plan has 2 circuit criminal cases within a plan this would count as 2 under the circuit criminal category. The report would show 2 counts for the circuit criminal court type and 1 plan for the monthly time-period submitted.

NOTES

- "Number of Active Payment Plans" in cell D45 includes all active payment plans as of September 30, 2022.
- "Number of Payment Plans" on Line 46 includes all new payment plans added for the month.
- "Number of Removed Payment Plans - Satisfied" on Line 47 includes active payment plans paid in full and no longer tracked.
- "Number of Removed Payment Plans - Defaulted" on Line 48 includes active payment plans that defaulted on payment and no longer tracked.
- "Number of Removed Payment Plans - Other" on Line 49 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.

County: Report Month: Version #:
 Contact:
 E-Mail Address:

1 Plan with 2 cases, each with a different court type

		CASES ON A PAYMENT PLAN													COMMENTS	
A1	Circuit Criminal	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Circuit Criminal	
	Cases Placed on a Payment Plan	1														
A2	County Criminal															
	Cases Placed on a Payment Plan															
A3	Juvenile Delinquency															
	Cases Placed on a Payment Plan															
A4	Criminal Traffic - UTCs															
	Cases Placed on a Payment Plan	1														
A5	Circuit Civil													0	Circuit Civil	
	Cases Placed on a Payment Plan													0		
A6	County Civil													0	County Civil	
	Cases Placed on a Payment Plan													0		
A7	Probate													0	Probate	
	Cases Placed on a Payment Plan													0		
A8	Family													0	Family	
	Cases Placed on a Payment Plan													0		
A9	Juvenile Dependency													0	Juvenile Dependency	
	Cases Placed on a Payment Plan													0		
A10	Civil Traffic - UTCs													0	Civil Traffic - UTCs	
	Cases Placed on a Payment Plan													0		
A11	Multiple Case Types													0	Multiple Case Types	
	Cases Placed on a Payment Plan													0		
Total Cases on a Payment Plan =		1	0	0	0	0	0	0	0	0	0	0	0	0		
Number of Active Payment Plans¹ <small>on 9/30/22</small>		PAYMENT PLANS												YTD Total	COMMENTS	
Number of Payment Plans²															0	
Number of Removed Payment Plans - Satisfied³															0	
Number of Removed Payment Plans - Defaulted⁴															0	
Number of Removed Payment Plans - Other⁵															0	
Total Active Payment Plans =		0	0	0	0	0	0	0	0	0	0	0	0	0		

If a payment plan has 2 cases within a plan one as a circuit criminal category and one as a criminal traffic case. The report would show 1 count for the circuit criminal court type and 1 for the criminal traffic court type for the 1 plan submitted.

NOTES
 1. "Number of Active Payment Plans" in cell D45 includes all active payment plans as of September 30, 2022.
 2. "Number of Payment Plans" on Line 46 includes all new payment plans added for the month.
 3. "Number of Removed Payment Plans - Satisfied" on Line 47 includes active payment plans paid in full and no longer tracked.
 4. "Number of Removed Payment Plans - Defaulted" on Line 48 includes active payment plans that defaulted on payment and no longer tracked.
 5. "Number of Removed Payment Plans - Other" on Line 49 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.

Clerk of Court Monthly Payment Plan Report
County Fiscal Year 2022-2023



CCOC Form Version 3
Revised: 7/12/23

County: Report Month: Version #:
 Contact:
 E-Mail Address:

		CASES ON A PAYMENT PLAN													COMMENTS
A1	Circuit Criminal	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Circuit Criminal
	Cases Placed on a Payment Plan													0	
A2	County Criminal	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	County Criminal
	Cases Placed on a Payment Plan													0	
A3	Juvenile Delinquency	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Juvenile Delinquency
	Cases Placed on a Payment Plan													0	
A4	Criminal Traffic - UTCs	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Criminal Traffic - UTCs
	Cases Placed on a Payment Plan													0	
A5	Circuit Civil	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Circuit Civil
	Cases Placed on a Payment Plan													0	
A6	County Civil	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	County Civil
	Cases Placed on a Payment Plan													0	
A7	Probate	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Probate
	Cases Placed on a Payment Plan													0	
A8	Family	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Family
	Cases Placed on a Payment Plan													0	
A9	Juvenile Dependency	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Juvenile Dependency
	Cases Placed on a Payment Plan													0	
A10	Civil Traffic - UTCs	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Civil Traffic - UTCs
	Cases Placed on a Payment Plan													0	
A11	Multiple Case Types	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total	Multiple Case Types	
	Cases Placed on a Payment Plan	1												0	
Total Cases on a Payment Plan =		0	0	0	0	0	0	0	0	0	0	0	0	0	
Number of Active Payment Plans¹ <small>on 9/30/22</small>		1												0	
Number of Payment Plans²														0	
Number of Removed Payment Plans - Satisfied³														0	
Number of Removed Payment Plans - Defaulted⁴														0	
Number of Removed Payment Plans - Other⁵														0	
Total Active Payment Plans =		0	0	0	0	0	0	0	0	0	0	0	0	0	
		PAYMENT PLANS													COMMENTS
Number of Active Payment Plans¹ <small>on 9/30/22</small>														0	
Number of Payment Plans²														0	
Number of Removed Payment Plans - Satisfied³														0	
Number of Removed Payment Plans - Defaulted⁴														0	
Number of Removed Payment Plans - Other⁵														0	
Total Active Payment Plans =		0	0	0	0	0	0	0	0	0	0	0	0	0	

1 Plan unable to separate court types within the plan

If unable to separate by court type place under multi case plan the report has an Other category to capture the initiated plan during the reporting period submitted.

NOTES

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3. "Number of Removed Payment Plans - Satisfied" on Line 47 includes active payment plans paid in full and no longer tracked.
4. "Number of Removed Payment Plans - Defaulted" on Line 48 includes active payment plans that defaulted on payment and no longer tracked.
5. "Number of Removed Payment Plans - Other" on Line 49 includes active payment plans that are otherwise no longer tracked. Please include explanation in the Comments section in Column R.

Sample for Payment Plan Report

		CASES ON A PAYMENT PLAN												
A1	Circuit Criminal	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Total
	Cases Placed on a Payment Plan	123	108	128	92	86	212	131	100	111	71	80	101	1,343
A2	County Criminal													YTD Total
	Cases Placed on a Payment Plan	57	84	88	91	72	97	70	80	85	48	46	52	870
A3	Juvenile Delinquency													YTD Total
	Cases Placed on a Payment Plan													0
				79	88	64	100	85	74	83	49	23	64	840
														YTD Total
														0
A6	County Civil													YTD Total
	Cases Placed on a Payment Plan													0
A7	Probate													YTD Total
	Cases Placed on a Payment Plan													0
A8	Family													YTD Total
	Cases Placed on a Payment Plan													0
A9	Juvenile Dependency													YTD Total
	Cases Placed on a Payment Plan													0
A10	Civil Traffic - UTCs													YTD Total
	Cases Placed on a Payment Plan	165	146	135	145	127	165	124	128	183	77	78	117	1,590
A11	Multiple Case Types													YTD Total
	Cases Placed on a Payment Plan													0
	Total Cases on a Payment Plan =	406	406											
	Number of Active Payment Plans ¹	1,478												YTD Total
	Number of Payment Plans ²	207	205	235	219	199	289	217	240	249	127	140	182	2,509
	Number of Removed Payment Plans - Satisfied ³	62												776
	Number of Removed Payment Plans - Defaulted ⁴	146												
	Number of Removed Payment Plans - Other ⁵													0
	Total Active Payment Plans =	1,477	1,503	1,513	1,546	1,565	1,716	1,699	1,728	1,743	1,695	1,664	1,632	

The total number of cases in new payment plans should be entered on line 46.

Number of active plans reflect a cumulative total as of 9/30/xx of prior year.

1. Satisfied plans are those paid and closed during the reporting period.

2. Defaulted plans are delinquent and have been suspended.

3. Other plans is no longer being tracked with no further action.

Payment Plan Reporting

Question

&

Answer

1. If a payment plan has met required payment terms for one case in a multi-case plan. Do we count that one case as satisfied and is the plan for all cases still open?
2. When is a plan defaulted? Is it once a plan has a D6 notice created or when the case has a suspended license?
3. Some counties do not suspend criminal cases. When are these defaulted?
4. Could you define what we should put into the other category.

Count the one case satisfied for that court type in the month it has occurred. Yes, all other cases would remain open until either satisfied or defaulted

When a plan exceeds the payment due date it is in default.

Despite the use of suspensions in criminal cases the past due deadline has still been exceeded and should be defaulted.

A payment plan that remains unpaid but has not defaulted. For example, if the defendant violated other sentence terms and gets sent to jail the fine and plan is still open but uncollectible.

Summary for Payment Plan Report

Payment Plan Report data to be collected effective **October 1, 2024**

Payment Plan Report available on the FLCCOC website at <https://flccoc.org/clerks-budget/forms/>. Follow the link, look under the red bannered heading "Monthly Forms - CFY 2024-25", and download the Excel spreadsheet "CFY 2024-25 Payment Plan Form". Instructions and business rules can also be found using the link above.

Clerk users must complete the payment plan initiation section of the report during the monthly reporting period.

Payment Plans removed due to completed or defaulted actions should be reflected in the disposition section of the payment plan report.

Immediate Goals: Collect from all Clerks, initiated payment plans for each month by the court types contained with the plans. Monitoring of submitted reports will provide initial feedback on payment plan workload.

Secondary Goals: Collect from all Clerks, activity against payment plans for each month by the court types contained with the plans. Activities include satisfied, defaulted, and other plan dispositions.

Payment Plan Report support resources available from FLCCOC at **(850) 386-2223**.

Additional support resources available from Compliance Improvement Services [Contact - Compliance Improvement Services](#) or call (239) 470-3956