

Procedure

Bad Debt Referrals and Collections

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State of Vermont law 4 V.S.A. § 1109(d) and 13 V.S.A. § 7171 authorizes the Court Administrator to refer past-due judgments to a designated collection agency. In addition, the Vermont Setoff Debt Collection Act, under authority granted in 32 V.S.A. §§ 5931–5942, allows part or all of a debtors tax refund to be withheld and forwarded to referring agencies for application to a current debt.

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PROCESS OVERVIEW

In order to collect past due fines and judgments owed to the Courts and the Judicial Bureau, all eligible debts will be referred to either *AllianceOne Receivables Management, Inc.* as the court’s contracted collections agency or; for all eligible criminal debt types *Public Defender, DUI Enforcement* or *DWI Surcharges*, and any Judicial Bureau judgments greater than \$50.00 with a social security number on file, to the State of Vermont Tax Department.

AUTHORITY

Collection Agencies

State law 4 V.S.A. § 1109(d) and 13 V.S.A. § 7171 authorizes the Court Administrator to refer past-due judgments to a designated collection agency. If your judgment has been referred to a collection agency, you must provide payment through that agency. Payments sent directly to the Judicial Bureau (cash, check or credit card) will not be accepted. In addition to past-due judgments you will be responsible for any associated collection agency fees. If you have been referred to the designated collection agency, you may contact them for more information:

AllianceOne
6565 Kimball Drive
Suite 200
PO Box 2449
Gig Harbor, WA 98335
Phone: 800-858-4506

State of Vermont Tax Department Refund Offsets

Under authority granted in 32 V.S.A. §§ 5931-5942 part or all of a debtors tax refund may be withheld and forwarded to referring agencies for application to a current debt. This authority is further defined through the following link and may be cited as the Vermont Setoff Debt Collection Act.

<http://legislature.vermont.gov/statutes/chapter/32/151>

Any unit of state government, including agencies, departments, boards, commissions, authorities or public corporations, including the Vermont Student Assistance Corporate may participate in the Vermont Debt Set off Program.

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DEBT REFERRALS

Judicial Bureau Referrals

AllianceOne Referrals are transmitted monthly via automated and manual RIS programs and/or extracts. An acknowledgement email is returned to RIS from AllianceOne advising them of the file receipt.

Tax Department Referrals done annually in December by RIS via an FTP data file transmission. Judicial Bureau tax referrals remain on the VTADS database as outstanding debts.

Superior Court Referrals

AllianceOne Referrals are generally transmitted on a monthly basis by each court following established guidelines for eligibility rules using VTAD reports developed by RIS to create and transmit a text file via email remittance.

Acknowledgement emails and reports are returned to the courts by AllianceOne as evidence of file receipt and acceptance.

Tax Department Referrals are transmitted annually by RIS via an FTP data file transmission in December of each year, to be appended to the existing court referrals from previous transmissions.

Prior to transmission each court is instructed to run, review and correct eligible payment orders listed in a customized VTADS report (rtx01.sh) following eligibility guidelines.

Once each court has completed and approved their referrals they notify the Orleans Superior Court who then advise the IT staff to run subsequent programs in order to produce a consolidated data file for transmission.

FEES

AllianceOne

The Contractor shall not invoice the Judiciary, and the Judiciary shall owe no direct charge of any type to the Contractor for any services covered under Contract. For the collection services described under Contract, the Contractor will receive only a net remittance as follows:

Judicial Bureau

Net remittance: 16.35% add-on fee for all accounts with 14.05% of the principal balance plus the add-on to be retained by Contractor.

Superior Courts

Net remittance: 25% add-on fee for all accounts with 20% of the principal amount plus the add-on to be retained by Contractor.

Tax Department

The cost of administering the program is paid through an offset fee determined by the Department of Taxes which is taken from the taxpayer’s net refund. There is no cost to the claimant agency.

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ELIGIBILITY GUIDELINES

AllianceOne Collection Agency Referrals

Judicial Bureau

- Only debtors with no social security number
- Case must be in a Suspend status
- Date of suspension for non-payment must be at least 30 days prior to the time the data file was created

Superior Courts

- Due date for a payment order must be at least 75 days prior to the time the data file was created
- Financial Judgment has been entered
- Case is not on appeal
- Defpay (deferred payment) has been entered into VTADS
- There is no outstanding arrest warrant

Tax Department Referrals

Judicial Bureau

- Only debtors with a social security number
- Only debtors whose aggregate debt is \$50 or more
- Date of suspension for non-payment must be prior to Nov. 1 preceding the date the file was created

Superior Courts

- Only Public Defender Reimbursement (*pdord*), DUI Enforcement Surcharge (*enford*) and Public Defender DWI Surcharge (*pddwi*) fees
- Only debts with a social security number
- The amount is assigned to the correct person, i.e., a parent/guardian/custodian if the case is a juvenile

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DEBT COLLECTIONS

Payment Remittance Guidelines

AllianceOne is contractually obligated to forward all payments they have collected per the contract remitting requirements as follows:

The Contractor agrees that all funds collected, net of fees, (except personal checks) will be remitted to the Judiciary via electronic ACH within two working days. Funds collected by personal check will be remitted within 15 working days (after a maximum 14 day hold) via electronic ACH. The Judiciary will supply the Contractor with current ACH account and bank deposit account formats, which may be updated by the Judiciary from time to time.

Tax Department payments to claimant agencies are processed following detailed guidelines within the Vermont Setoff Debt Collection Program and summarized as follows:

Transfers of funds to the claimant agencies will be made on a biweekly basis. The Department is working towards implementing electronic transfer of funds in place of paper checks.

Judicial Bureau and Superior Court Collections

AllianceOne

Judicial Bureau collections of all cleared payments are remitted on a **daily** basis through the Vermont Courts online payment portal.

Superior Court collections are remitted **weekly** each Wednesday through the Vermont Courts online payment portal.

Deposits are made to the state’s general bank account via EFT (Electronic Funds Transfer) deposits through ACH.

The *AllianceOne Judicial Bureau* secure online database provides a series of reports used to process cleared payments in VTADS, by complaint/docket number, using the corresponding Deposit ID to match the Vision accounting entries to the bank deposit by AllianceOne.

Access to the Vermont Court’s secure website is by authorized users at:

<https://secure.AllianceOneinc.com/VermontCourts/Admin/AdminMain.aspx>

There are three types of reports which can be filtered based on your selections.

Daily Summary Report shows information based on a date range, court and style by court or by date. If you need a specific report for a specific day start and end dates will be the same.

Daily Financial Report gives you details about deposits made on a specific date for any court or if you want any one court for that date.

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VISION/ACH Report shows detailed payments for a given bank deposit using the assigned deposit code in the format of **2120JBCC1020215** where ‘2120’ is constant for all entities, ‘JBCC1’ represents the court or judicial bureau code, and ‘020215’ represents the bank deposit date as month (02), day (02), and year (15).

Entity	Code	Entity	Code
Addison District	ANDC1	Judicial Bureau	
Bennington District	BNDC1	VCVC	JBCC1
Caledonia District	CADC1	Lamoille District	LEDC1
Chittenden District	CNDC1	Orange District	OEDC1
Essex District	EXDC1	Orleans District	OSDC1
Franklin District	FNDC1	Rutland District	RDDC1
Grand Isle District	GIDC1	Windham District	WMDC1
		Windsor District	WRDC1

State of Vermont Tax Department

Judicial Bureau collections are transferred to the Judicial Bureau by check remittance with a detailed tax offset notice showing the original complaint number and name on a biweekly basis.

Judicial Bureau staff applies payments to the individual complaints in VTADS as part of the regular day’s deposits using the check as offset.

Superior Court referrals are no longer in VTADS and, therefore, payments taken through tax refund setoff are deposited by the tax department to the corresponding debt types directly in VISION.

CANCELLATIONS

AllianceOne, shall provide a collection service to the Judiciary in the form of actually collecting delinquent Debt from appropriate Obligor. Except as specifically stated otherwise in the current Contract, such collection services will continue on all accounts referred to the Contractor until such time as the Judiciary agrees in writing that collection activities on certain accounts may be stopped and returned to the Judiciary.

Cases where contractor cancellation of an account is warranted may include death, extreme proven hardship, etc. These cases will be fully investigated and reported to the Judiciary for review and approval of the cancellation. Contractor will provide a returned accounts/cancellation report in a format, delivery method and frequency acceptable to the Judiciary.

The Judiciary reserves the right to recall any account referred when it is in the best interest of the Judiciary, to be determined in the sole discretion of the Judiciary. The Contractor shall not be entitled to fees on accounts recalled. The Contractor shall cease collection activity and return all recalled Debt, together with any information/documentation secured, to the Judiciary at no cost and in the manner prescribed by the Judiciary within one (1) business day of receipt of the written notice. This Debt may also be re-referred to Contractor at a later date.

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RIS SYSTEM SUPPORT

AllianceOne Referrals

Judicial Bureau

A two part automated process manages the monthly referral of debtors to the AllianceOne collection agency. The process generally occurs the first Friday of the month with the exception of the December/January tax referral time period.

Superior Courts

The process of referring Superior Court debts to AllianceOne is initiated, managed and completed by court staff, using customized VTADS reporting. The process is not automated and RIS is not involved in the referrals process.

State of Vermont Tax Department

Judicial Bureau

An annual data file produced each December through a multi-part process of both automated and manual tasks is delivered to the Vermont Department of Taxes for the upcoming tax refund cycle. The file is referred to as a “confirmation file” by the tax department. This file remains in effect for the entire calendar year, expiring at the end of the year.

Beginning in January the tax department begins withholding refunds as payment for debts referred by the Judicial Bureau and periodically remits these amounts to the Judicial Bureau for payment against those debts.

Superior Courts

Annually in December, each court will run a VTADS report (rtx.01) capturing all outstanding unpaid payment orders for *Public Defender*, *DUI Enforcement*, and *DWI Surcharge* fees. Court staff review the report and update with any missing social security numbers or correct ownership issues for juvenile cases.

RIS creates a single data file to be transmitted to the tax department for appending with prior referrals still pending collection. Upon confirmation of file acceptance RIS removes those files from the VTADS database.

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PROCEDURAL GUIDELINES

Superior Court Debt Referrals and Collections – AllianceOne

The following procedures should be performed on a monthly basis, at a minimum. Use caution when selecting the report date range to ensure duplicate files are not recaptured and sent to AllianceOne as this could result in the offender being assigned two client numbers in AllianceOne and create an imbalance between your court’s total outstanding referrals when compared to VTADS.

Sending Data to AllianceOne

1. Run VTADS report *Payment Order Due for Referral* (Rrco01)

Select the following menu items:

- (19) Docket Management Reports
- (1) Criminal Reports
- (8) Collections Agency Reports
- (1) Payment Orders Due for Referral, Rrco01

2. Enter the date range of payments due for referral:

- *Start Date:* Enter the date immediately following the *End Date* from the previous *PayOrds for Referral DataFile*.

If you are uncertain, go to menu item (4), *History of Data File Creation*, Rrco03 and scroll to the end of the report. This will show the last file created with the start and end dates.

- *End Date:* Enter the current date; this will be the default date.

3. Before making a referral to Alliance One Collections, you must review the report and determine that:

- A Financial Judgment, Payment Order and Notice of Show Cause Hearing (*Deferred Payment Order- defpay*) has been issued by the court
- The debt is 75 days old
- The case is not on appeal
- An arrest for failure to pay fine is not outstanding

4. For all cases to be referred you need to make a *collref* entry in VTADS. You may also need to enter the listed PayOrdID number from the Rrco01 report.

- Select (1) Criminal Cases
- Enter the docket number, then F3 to find; F2 to enter
- Enter F7, *Clear to find*; Enter to event field, then type “defpay”;

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- If a "defpay" was done, and the debt is 75 days old, enter F9, Update and add a *collref* event (you can just type in the alias "cr"), making sure you're doing it on the right payment order
 - Enter the PayOrd ID from the Rrco01report into the Pay Order field.
5. Once you've entered your *collref* events, choose menu item #3 and you'll produce a data file for the collection agency.
6. Run VTADS report *Payment Order Due for Referral* (Rrco02)

Select the following menu items:

- (19) Docket Management Reports
- (1) Criminal Reports
- (8) Collections Agency Reports
- (3) PayOrds for Referral, DATA FILE, Rrco01

7. Save the file to the courts shared V: drive. VTADS will name the file for you with the initials of your county and date; as example, Orleans county file saved on 1/13/15 will be named Oe20150113. You may also choose to insert your name prior to the county as a further identifier.

Open your file with MS Word to review it, or drop it into an Excel spreadsheet (it will be more readable), and then send it as an email attachment to your collection agency contact as follows.

- Attach the file from the V: drive to Alliance One and e-mail to:

downloads@AllianceOneinc.com

- Include a signature line in the e-mail for A-1 to contact if needed.

8. Prepare your file for verification with the AllianceOne Acknowledgement Report.

- If you opened the file using MS Word you will need to copy the data in order to convert the file to an excel format.
- After pasting the data into an excel sheet and formatting the data so it's readable total the Current Balance column. This will be the total *Violations* shown on the AllianceOne Acknowledgement Report.
 - Beneath the total enter a formula to calculate AllianceOne's *add on fee*:
Type "=", click on the total cell, type "*", type .25 for courts or .1635 for JB; *Enter*
 - Add the *add on* result to the Current Balance total.
 - This will give you the total that AllianceOne's Acknowledgement report will reflect as *Total Dollar Amount Assigned*.
 - In the cell beneath this total

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Type “=”, click on the *Total Dollar Amount Assigned* cell, type “*”, type .20 for courts or .1405 for JB; Enter.

- This will give you the amount AllianceOne is authorized to retain as a fee for collection of any debt to the Superior Courts.
 - Scan the reports to note any duplicates which may have been referred in error. You may do this by sorting the report by name which will show the debts as well.

9. AllianceOne will send an e-mail of confirmation and an Acknowledgment report once the referrals have been loaded into their database.

If you have not received the confirmation/report within 24 hours contact AllianceOne to request a confirmation/report.

10. After receiving the confirmation/report open the Acknowledgment report and compare the total count and dollar amounts with the excel spreadsheet prepared from your original referral report.

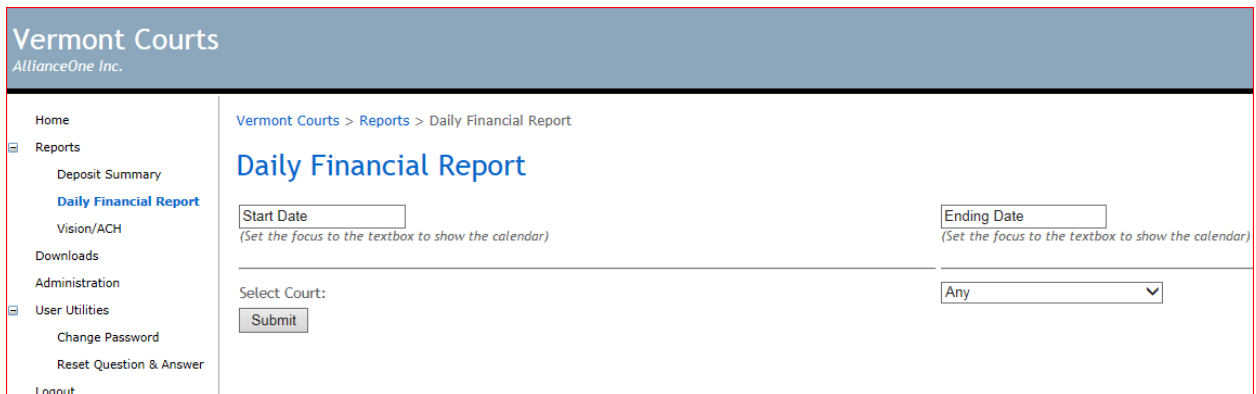
11. These should agree. Contact AllianceOne immediately with any discrepancies since they begin collections efforts within 48 hours a new referral. Save all files as proof of review.

Receiving Funds from AllianceOne

AllianceOne will make a weekly bank deposit, by court, for any available collections payments each Wednesday.

Courts should be updating the VTADS and VISIONS systems with all collections deposits within 24 hours of the bank deposit date, therefore, the following steps should be done weekly each Thursday for the prior week’s collections.

1. Log into secure.AllianceOneinc.com



- Select *Daily Financial Reports* from the left side, Reports menu items

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- Enter a *Start Date* using the previous Thursday date and an *Ending Date* using the previous days Wednesday date. [Assumes processing deposits each Thursday. Use a greater date range to capture deposits not yet processed if necessary.]
- *Select Court* from the drop down menu shown here as ‘Any’; click on your court name.
- Click *Submit*
- PRINT

Vermont Court Reporting						
Vermont Courts Daily Financial Report						
Deposit Date Range from: 02/19/2015 to 02/25/2015						
Court:AND						
Addison District Court - AND						
Trans Date	Case Type	Num	Defendant	Fine Amount	Conf No	Deposit ID
2015-02-25	VCVC	387-6-11-ANCR	HOPWOOD, CALHAN A.	\$661.00	28432457	2120ANDC1022515
2015-02-25	VCVC	10-1-13-ANCR	HUBBELL, MARK ANDREW	\$581.00	30828914	2120ANDC1022515
2015-02-25	VCVC	124-3-12-ANCR	QUINN SR., MICHAEL DAVID	\$21.00	29510634	2120ANDC1022515
2015-02-25	VCVC	S 253-4-13-ANCR	FALLON, DANIEL P.	\$429.00	32445530	2120ANDC1022515
Totals For:Addison District Court - AND				4	\$1,692.00	

2. Log Into VTADS

Verify all payments have the same collections Deposit ID number. If there are multiple Deposit ID’s each deposit must be entered separately in VTAD and VISION.

For each transaction on the **Daily Financial Report** do the following:

- Select (1.) Criminal Cases
- Type the docket number from the report, Enter F3, *Find*
- Enter F2, *Next Form*
- Enter F7, *Clear - Add*
- *Enter* to Event field; Type *Payment*
- Enter F9, *Add/Upd*
- In *Payment Orders* window, select the dollar amount to apply the payment to
- Enter F2, *Next Form*
- Type or Enter, menu options (1.) Payments, Enter
- Go to "type" category, Shift key and F4, *Next Record*, Select *collection agency*
- In Chk/conf # category, Type in Conf No. from the Daily Financial Report
- F9, F9, Shift and F4, F9 to print receipt

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3. Once all payments have been entered in VTADS go to Main Menu:

- Select:
 - (21.) Accounting Reports
 - (1.) Deposit Reports
 - (9.) Deposit Preview – Collection Agency, (Rrac53)
- Enter to Court Type, limit selection to ‘d’, district court only
- Enter F9 to print Deposit Preview – Collection Agency report
- Verify that all dollar amounts match before running the Deposit Final
- Select:
 - (21.) Accounting Reports
 - (1.) Deposit Reports
 - (10.) Deposit Final – Collection Agency, (Rrac54) and,
 - (11.) Summary of Payments – Collection Agency, (Rrac54c)
- Enter to Court Type, limit selection to ‘d’, district court only on each report
- Enter F9 to print

Vision Entries

1. Prepare the Vision Worksheet for data entry.

<input type="checkbox"/> Cash/Check	<input type="checkbox"/> Collections	<input type="checkbox"/> Credit Card			
Deposit ID 2120 _____ Howard - Banknorth	Deposit ID 2120 _____	Deposit ID 2120 _____			
0002 - 5240113051	Howard - Banknorth	Howard - Banknorth			
C - Cash/Check	0002 - 5240113051	0021 - 5240598138			
Cash: _____	W = Wire Transfer	D - Credit Card			
Check: _____					
Total: _____					
Business Unit 02120 Tracking Categories	VTADS codes	Account	Fund	DeptID	Totals
Administrative Ticket Processing Fee	<i>admin</i>	427401	10000		\$
Bail Forfeiture	<i>bailfor</i>	427280	10000		\$
Non-Suff Fund Check Charges	<i>bsvc</i>	427120	10000		\$

2. Record the Deposit ID from the Daily Financial Report in the Collections Section of the Finance Worksheet, 2120 has been prefilled on the worksheet.
3. Transfer the dollar amounts from the Summary of Payments – Collection Agency report onto the vision worksheet beside the corresponding VTADS codes.

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4. Follow normal Vision deposit data entry rules up to the following screen, changing highlighted fields:
 - Acctg date
 - Bank code
 - Bank acct: 0002**
 - Deposit type: W (Enter W to reflect Wire Transfer)}**
5. Print *Apply Payment* snapshot, verify totals agree with Worksheet and Daily Financial Report totals.
6. Log into secure.AllianceOneinc.com

- Select *Vision/ACH* from the left side, Reports menu items
- Enter the Vision Deposit ID just entered in VTAD and Vision
- Click *Submit*

Trans Date	Case Type	Num	Defendant	Fine Amount	Conf No	Deposit ID
2015-02-25	VCVC	253-4-13-ANCR	FALLON, DANIEL P.	\$429.00	32445530	2120ANDC1022515
2015-02-25	VCVC	387-6-11-ANCR	HOPWOOD, CALHAN A.	\$661.00	28432457	2120ANDC1022515
2015-02-25	VCVC	10-1-13-ANCR	HUBBELL, MARK ANDREW	\$581.00	30828914	2120ANDC1022515
2015-02-25	VCVC	124-3-12-ANCR	QUINN SR., MICHAEL DAVID	\$21.00	29510634	2120ANDC1022515
Totals For: Addison District Court - AND				4	\$1,692.00	

- Print the report
 - Verify totals agree.
 - Attach reports to all other deposit reports and printouts to be included in month end revenue filing with Finance.
7. Courts should run a Deposit Summary Report for the month and reconcile to VTAD and VISION deposits to ensure all payments and deposits have been processed.

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Superior Court Debt Referrals and Collections – State of Vermont Tax Department

Sending Data to SOV Tax Department – RIS

1. Prior to the December cutoff period, established by the tax department, court staff will be reminded by the Orleans Superior Court to run the VTADS report (rtx01.sh), which captures any eligible outstanding payment orders for *Public Defender*, *DUI Enforcement*, and *DWI Surcharge* fines owed.

In VTADS select the following menu items:

- (21) Accounting Reports
- (13) Automated Tax Referrals
- (1) PayOrds Eligible for eTaxRef, Rrtx01

Enter a date range beginning 12/1/YY where the year is for the prior year up to 11/30/YY where the year is for the current year.

2. As part of the review court staff will update any payment orders missing social security numbers when possible; otherwise the order will not be included in the referrals.

Other areas that may be reviewed include debt assignment to the correct person, i.e. a parent/guardian/custodian in the case of a juvenile.

3. Once the review and update is complete each court will email the Orleans Superior Court Clerk who will inform the IT staff.
4. When notified by the Orleans Superior Court to proceed the IT staff will run programs (rtx02.sh, rtx11.sh and rtx12.sh) for export of eligible data to a single data file and also produce data files for update of the case management system (CMS).
5. IT will transmit the combined data file via FTP to the tax department. An email notice is also sent as a transmittal notice and reminder to append these files with existing court referrals.
6. The tax department will return a confirmation email to IT letting them know the file has been received.
7. After referral the data file to update the CMS is run which zeroes out the debts and codes the event as a Tax Referral.

Receiving Funds from SOV Tax Department

1. Tax Department will deposit/apply all payments collected through a tax offset directly to the appropriate payment order type.
2. No further action is taken by the court.

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Judicial Bureau (JB) Debt Referrals and Collections – AllianceOne

Sending Data to AllianceOne – RIS

1. Data Collection and Transmittal (VTADS rcn92.sh)
 - A data file of eligible debtors is produced by IT staff through a program run, (rcn92.sh)
 - The data file is transmitted manually by IT staff to the collection agency secure server and accompanied by an email containing the total count and amount of the referrals. A copy of the notice is also sent to the Judicial Bureau clerk.
 - The data file is acknowledged by AllianceOne as confirmation of receipt along with an Acknowledgement report. If no notice is received within 24 hours contact AllianceOne to request again.
 - The confirmation email and Acknowledgment report are forwarded to the Judicial Bureau clerk who will verify agreement between the file submission and the file setup. Refer to the Superior Court procedures on page 10, item 8 for reconciling the two reports and totals.
2. Updating VTADS CMS (VTADS rcn93.sh)
 - A second program report, rcn93.sh, is produced to code and flag the individual rcn92.sh transmittal file records as *CoffRef* to add a referral date to each case file and flash a restrictive payment processing warning to court staff.
3. Update VIC – Vermont Information Consortium
 - The night following an AllianceOne Judicial Bureau referral, all referred complaints are added to the monthly list of paid complaints sent to VIC (Vermont Information Consortium), the courts credit card payment portal, to disallow payment by credit card , thereby compelling payers to contact AllianceOne.
4. Payments Made After Referral
 - Each record included in the AllianceOne referral report are flagged in VTAD to flash a warning that referral was sent:
 - Warning indicates payment through the JB VTADS system should be rejected.
 - Certain authorized personnel may accept payment and cancel the collections referral, see cancellation procedures on page 19.
 - In person payment attempts may be completed to the Collections Agency via a credit card and a phone hot line located near the counter.
 - Mailed payments are returned to sender with instructions to send to the Collections Agency.

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Receiving Funds from AllianceOne

AllianceOne makes a **daily** bank deposit for the Judicial Bureau of any available collections payments. With the exception of frequency, procedures as outlined under the Superior Court *Receiving Funds from AllianceOne* on page 11 may be followed.

Collections deposits will be listed under the A-1 ACH section of the Finance Worksheet.

JUDICIAL BUREAU-CIVIL- 2120070200		
<u>NEW DEPOSIT WORKSHEET – STARTING JULY 1, 2013 !!!!!</u>		
____/____/____ Deposit Date	Receipt Date: ____/____/____ thru ____/____/____ Start Date End Date	
<input type="checkbox"/> Cash/Check Deposit	<input type="checkbox"/> Credit Card	<input type="checkbox"/> A-1 ACH
Deposit ID 212066_____ Howard - Banknorth 0002 - 5240113051 C - Cash/Check	Deposit ID 2120JBC_____ Howard - Banknorth 0021-5240598138 D - Credit Card	Deposit ID 2120JBCC1_____ Howard - Banknorth 0002-5240113051 W- Wire Transfer

Judicial Bureau (JB) Debt Referrals and Collections – State of Vermont Tax Department

Sending Data to SOV Tax Department – RIS

1. A data file of eligible debtors is manually produced by IT staff running custom VTADS extract programs (taxconf.sh, taxconf2.sh and taxconf3.sh) which are exported to a single data file (judbur_taxconf_YYYY).
2. Following eligibility guidelines, the data file includes:
 - Only debtors with a social security number (SSN) as imported through a nightly automated process by which DMV transmits SSN data to the Judicial Bureau
 - Only debtors whose aggregate debt is \$50 or more
 - Each debtor’s name and contact information
 - Amount owed, broken down by corresponding VCVC (Vermont Civil Violation Complaint)
3. The data file is transmitted by RIS to the Tax Department (secure server) via FTP in December by an established deadline as published by the tax department.
4. Data file updates for VTADS are also produced by these extract programs.
 - Payments made for debt referrals may be accepted by the Judicial Bureau after referral and, therefore, the files must be updated to prevent the tax department from erroneously offsetting a tax refund.

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- Detail of these payments is provided weekly to the Tax Department to cancel the original debt referral.
- RIS runs programs (rta83.sh, rta84.sh, rta85.sh) to produce a data file of updates to the original “Confirmation File” which is also delivered via FTP to the Tax Department secure server.

Receiving Funds from SOV Tax Department

1. As the tax department processes tax returns they will offset any refunds with a Judicial Bureau tax referral and hold payment for future remittance to the Judicial Bureau.
2. A notice is sent by the tax department to the taxpayer advising them of their tax refund offset so they may contest the withholding, if necessary. This may be the case when a claimant has paid a claim at the Judicial Bureau before the weekly tax department update was received from RIS.
3. The tax department will remit cumulative tax offset payments on at least a biweekly basis through a paper check remittance, accompanied by a detailed Tax Offset notice containing all of the claimant’s names, social security numbers; amounts collected and claim numbers of the original referral.
4. The Judicial Bureau will apply payments following established procedures for regular mail payments to be included with the day’s deposits.

Cancellations

1. Should you need to cancel a referral to AllianceOne:
 - Notify AllianceOne by e-mail that a referral has been cancelled. Include the following detail in the email:
 - Defendant's name
 - Docket number
 - Amount referred
 - Referral date
2. AllianceOne should notify you within 24 hours of the cancellation by email.
 - If you have not received confirmation, contact AllianceOne again requesting confirmation.
3. Once cancellation confirmation has been received you may cancel the debt in VTAD.
 - Cancel the event in VTAD by entering a *colican* event (alias “cn”)
 - The case will now show the cancellation as shown:

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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="background-color: #000080; color: white;">CRIMINAL CASES</th> </tr> <tr> <td>DOCKET NO</td> <td>525-9-04</td> <td>Oscr</td> <td>State</td> </tr> <tr> <td>DEFENDANT</td> <td colspan="3">Pybus, Conrad</td> </tr> <tr> <td>DEF ATTY</td> <td colspan="3"></td> </tr> <tr> <td>STATUS</td> <td>dis</td> <td>CASE</td> <td>fel</td> </tr> </table>	CRIMINAL CASES				DOCKET NO	525-9-04	Oscr	State	DEFENDANT	Pybus, Conrad			DEF ATTY				STATUS	dis	CASE	fel	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #000080; color: white;">COLLECTION AGENCY CANCELLATION</th> </tr> <tr> <td>PAY ORDER</td> <td>14766</td> </tr> <tr> <td>NOTE</td> <td>y Cancelled, referred in err</td> </tr> <tr> <td>02/14/2011</td> <td>baslock</td> </tr> </table>	COLLECTION AGENCY CANCELLATION		PAY ORDER	14766	NOTE	y Cancelled, referred in err	02/14/2011	baslock
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Sample Notices

Sample – RIS Transmittal Email Notice to AllianceOne

From: Baslock, Jim
Sent: Thursday, February 05, 2015 4:18 PM
To: 'ashley.parker@AllianceOneinc.com'
Cc: 'Simone Wooldridge (simone.wooldridge@AllianceOneinc.com)'
Subject: File transfer from Vermont Judicial Bureau to AllianceOne, February 2015 update

Ashley,
I've just now delivered to your FTP server (65.213.221.35), username "vermont", a file with 469 records.
The filename is collref_feb2015.
Please acknowledge that you've received them.
Jim
James E. Baslock, Senior Programmer/Analyst

Sample – RIS Transmittal Email Notice to Judicial Bureau

From: Baslock, Jim
Sent: Thursday, February 05, 2015 4:21 PM
To: Lapointe, Gabrielle; McDowell, Denise; Tremblay, Cheryl
Cc: Thomson, Sean; Xia, Zheng
Subject: FW: File transfer from Vermont Judicial Bureau to AllianceOne, February 2015 update

Hello all,
I've just sent a file with 469 over-due complaints, with status of "suspend", to AllianceOne. You'll now see a flashing COLLREF when you bring up one of these complaints (see, for example, 2526223, Carignan). Copying Cheryl in case anyone pays at the door today as AllianceOne might take a couple of hours to get this file loaded.
Jim
James E. Baslock, Senior Programmer/Analyst

Sample – RIS Acknowledgement Notice from AllianceOne

From: Ashley Parker [mailto:ashley.parker@AllianceOneinc.com]
Sent: Thursday, February 05, 2015 5:19 PM
To: Baslock, Jim
Cc: Simone Wooldridge
Subject: RE: File transfer from Vermont Judicial Bureau to AllianceOne, February 2015 update
Hi Jim,
Your file has been processed. Thank you,
Ashley Parker,
Client Service Representative, AllianceOne – A Teleperformance USA Company

Sample – RIS Internal Reminder Notice To Process VIC Updates for Judicial Bureau Referrals

The message below is an automated message by/to RIS confirming the data was gathered and sent to VIC.

From: Tad Sykotic [mailto:tads@ftp.crt.state.vt.us]
Sent: Friday, February 06, 2015 9:10 AM
To: Baslock, Jim
Subject: Judicial Bureau List of Paid Complaints
Feb 15 data - Judicial Bureau List of Paid Complaints File Name:munfg.Feb15 traff.Feb15Refer to RIS