



REVENUE REPORT



Presentation by:
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State Court Administration

December 2014

INTRODUCTION

- Revenue report reflects monies generated by the operation of the courts and how those monies were distributed
- Administrative Rule 2 (C) requires each court to submit the Revenue report to State Court Administration by January 20 after the end of the prior calendar year

INTRODUCTION

○ Where to find Annual Revenue Worksheet

<http://www.in.gov/judiciary/admin/2462.htm>

INDIANA JUDICIAL BRANCH
DIVISION of STATE COURT ADMINISTRATION

[state court administration](#) > [programs & projects](#) > [court management & statistics](#) > forms & instructions



Forms & Instructions

Statistical reporting forms often change from year to year. Please select the year for which you are reporting below (NOT necessarily the current calendar year):

[I would like to view statistical reporting or probation forms for operations between January 1, 2013 and December 31, 2013](#)

- OR -

[I would like to view statistical reporting or probation forms for operations between January 1, 2014 and December 31, 2014](#)

INTRODUCTION

○ Where to find Annual Revenue Worksheet

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[state court administration](#) > [programs & projects](#) > [court management & statistics](#) > [forms & instructions](#) > 2014 forms & instructions

2014 Forms & Instructions

ICOR Administrative Forms and Application Guides

Document/Form

-  [Submitting Reports on ICOR - a PowerPoint Presentation](#) REVISED JULY 2014
-  [QCSR Application Guide](#) REVISED SEPTEMBER 2014
-  [QCSR Case Type Quick Reference Guide](#) REVISED JULY 2014
-  [Timeline for Statistical Reporting Deadlines](#)
-  [Probation Quarterly Reports Application Guide](#) REVISED JUNE 2012
-  [Timeline for Probation Reporting Deadlines](#)
-  [Report on Court Revenue Application Guide](#) REVISED JUNE 2014
-  [Marion County Small Claims Courts Report on Court Revenue Application Guide](#) REVISED APRIL 2012
-  [Report on Court Budget & Expenditures Application Guide](#) REVISED JANUARY 2014

QCSR & Statistical Reporting Forms (Covering the 2014 Calendar Year)

Document/Form
 QCSR Form
 Small Claims QCSR Form
 Report on Court Revenue
 Small Claims Report on Court Revenue
 Report on Court Budget and Expenditures

COLUMN HEADINGS

REPORT ON COURT REVENUE
(For use by Circuit, Superior, Probate, City & Town Courts)
THIS REPORT COVERS THE PERIOD OF: JAN. 1 – DEC. 31, 2010
www.in.gov/judiciary/admin/courtmgmt/forms

COUNTY: _____
COURTS(S): _____
COURT ID(S): _____
TELEPHONE: _____
EMAIL: _____
DATE PREPARED: _____
PREPARED BY: _____



STATE COURT ADMINISTRATION

Fee	To State Level Funds (General & Specific)	To County Level Funds (General & Specific)	To City/Town/Township Level Funds (General & Specific)
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- STATE LEVEL FUNDS
(General and Specific)
- COUNTY LEVEL FUNDS
(General and Specific)
- CITY/TOWN/TOWNSHIP LEVEL FUNDS
(General and Specific)

GENERAL AND SPECIFIC LEVEL FUNDS

- Most revenues are deposited in the general fund but some specific funds have been created to support related services
- Regardless of whether the fund is general or specific, indicate the portion of each fee to be distributed to the State Auditor, County Auditor, or City or Township level based on the statutory distribution requirements

LINE ITEM DESCRIPTIONS

- The line items relate to the itemized fees charged by courts in various cases for various reasons



LINE 1 – COURT COSTS

- **Court Costs are the basic expense for filing a case and the basic cost assessed by the court upon a conviction in a criminal case or a judgment in an infraction or ordinance violation**
 - Instances where a court cost is not charged include post conviction relief, certain estate cases and certain miscellaneous cases

LINE 1 – COURT COSTS CONT.

The statutory costs are as follows:

- Felony or Misdemeanor (upon conviction) \$120.00
- Infraction or Ordinance Violation (upon judgment; with some exceptions) \$70.00
- Juvenile Action (including CHINS, delinquency, and paternity) \$120.00
- Civil Action (at case filing) \$100.00
- Small Claims (except Marion County Small Claims Courts) \$35.00
- Probate/Trust cases (at filing) \$120.00

LINE 1 – COURT COSTS CONT.

○ The court costs collected in circuit and superior courts are distributed as follows:

- 70% to State Level
- 27% to County Level
- 3% to Local Level

○ The court costs collected in the city or town courts are distributed as follows:

- 55% to State Level
- 20% to County Level
- 25% to Local Level

LINE 2 - JUDICIAL SALARIES FEE

- This \$20.00 fee (\$15 for small claims cases) is imposed in all cases to support judicial salaries
- Circuit and superior courts report the revenue in the state level column
- City, town and township courts may retain 25% of the fee (reported in the city/town/township level column)

LINE 3 – FINES AND FORFEITURES

- **Fines and Forfeitures are assessed in criminal convictions. This fine is reported in the state level column for deposit in the State Common School Fund**
 - Fines charged and collected for local infractions or ordinances are reported on line 33



LINE 4 – INFRACTION JUDGMENT COLLECTIONS

- **This category reflects monies collected as judgments for cases in which a defendant is found to have committed an infraction which has statewide applicability. These funds are reported in the state or county level column for deposit in the general fund**
 - Judgments for worksite speed limit violations, under certain circumstances, will be designated for the Indiana Dept. of Transportation on line 25. If the infraction is not statewide, but county or city/town specific instead, the revenue is reported on line 33

LINE 5 – VEHICLE LICENSE FEE

- This fee is collected as an infraction judgment in overweight vehicle cases. It is reported in the state level column and deposited in the State Highway Fund



LINE 6 – JUDICIAL INSURANCE ADJUSTMENT FEE

- This \$1 fee is collected in all cases where the defendant has been convicted of an offense, required to pay a pretrial diversion fee, found to have violated a statute defining an infraction, or found to have violated an ordinance
- It is reported in the state level funds column for deposit in the State Judicial Branch Insurance Adjustment Account

LINE 7 – COURT ADMINISTRATION FEE

- This \$5 fee is imposed upon anyone convicted of a felony or misdemeanor, found to have committed an infraction or ordinance violation, required to pay a pretrial diversion fee, or filing any type of civil, probate, or small claims case
- The fee is reported in the state level fund column for deposit in the general fund

LINE 8 – PUBLIC DEFENSE ADMINISTRATION FUND

- This \$5 fee is imposed for all case types. It is reported in the state level fund column for deposit in the general fund
 - Previously, this fee was titled the Judicial Administration Fee

LINE 9 – REIMBURSEMENTS TO DNR

- Previously titled Deer Replacement Fee
- This reimbursement amount is set by statute and ranges from \$20 to \$1,000 and is in addition to any other penalty under the law regarding hunting
- The money is reported in the state level column to be deposited in the Conservation Officers' Fish and Wildlife Fund

LINE 10 – DRUG ABUSE, PROSECUTION, INTERDICTION, AND CORRECTION FEE

- All courts, including city and town courts, must assess this fee of at least \$200 and not more than \$1,000 against a person convicted of a controlled substance offense**
- Once the fee is determined by the court, 25% is reported in the state level column for deposit in the User Fee Fund and 75% is reported in the county level column for deposit in the County Drug Free Community Fund**

LINE 11 – ALCOHOL AND DRUG COUNTERMEASURES FEE

- A person found guilty of a OVWI offense or a person who has been adjudicated a delinquent for an act that would be a OVWI if committed by an adult, AND the person's driving privileges are suspended by the court or BMV as a result, the clerk shall collect a fee of \$200. This fee is also charged as part of some plea agreements involving OVWI offenses
- 25% is reported in the state level column for deposit in the User Fee Fund and 75% is reported in the county level column for deposit in the County Drug Free Community Fund

LINE 12 – CHILD ABUSE PREVENTION FEE

- This \$100 fee is assessed against a defendant who is found guilty of certain criminal offenses against the person or offenses involving a victim who is less than eighteen year of age
- 100% of fee is reported in the state level column and is deposited in the State User Fee Fund

LINE 13 – DOMESTIC VIOLENCE PREVENTION AND TREATMENT FEE

- This \$50 fee is charged in each criminal action in which the defendant is found guilty of murder, causing suicide, voluntary manslaughter, reckless homicide, battery/domestic battery, or rape and the victim is defendant's spouse, former spouse, living as if the spouse, or victim has a child in common with defendant
- The fee is reported in the state level column for deposit in the User Fee Fund

LINE 14 – PRE-TRIAL DIVERSION FEE

- If a person agrees to conditions of a pre-trial diversion program offered by the prosecutor, the accused is charged \$120 as Deferred Prosecution Fee, \$50 as an initial user's fee and \$10 for each month he/she remains in the program
- The total collected minus the deferred prosecution fee is reported in either the county or local column depending on the court collecting the fee for deposit in the relevant User Fee Fund
 - The court must also assess the record-keeping fee in pretrial diversion cases but this fee should be reported separately to ensure the state deposits the collection in the Homeowner Protection Unit Account

LINE 15 – DEFERRAL PROGRAM FEE

- A deferral program fee is assessed in lieu of the standard court costs and judgments when a deferral program has been set up for infractions and ordinance violations. The defendant is charged an initial user's fee not to exceed \$52 plus a monthly fee not to exceed \$10
- The fee is reported in either the county level or local level depending on the court collecting
 - The court must also assess the Automated Record Keeping Fee in deferral programs

LINE 16 – PROBLEM SOLVING COURT SERVICES FEE

- This fee applies to proceedings conducted in a certified problem solving court. The court shall adopt a fee schedule
- This line reports the monthly fee, administration fee and any fees for problem solving court services adopted by local court rule
- Depending upon the court collecting, the fee total is reported in the county or local level column to be deposited in the relevant User Fee Fund

LINE 17 – PRO-BONO LEGAL SERVICES FEE

- Effective July 1, 2012 but before July 1, 2017 this \$1 fee is assessed in each civil action and probate action that requires payment of filing fees/costs
- This fee is deposited in the state level column. The state transfers this fee to the Indiana Bar Foundation to assist or establish approved pro bono legal services programs

LINE 18 – ADULT PROBATION USER AND ADMINISTRATION FEES

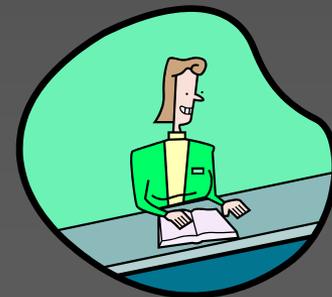
- This administration/user fee – both initial and monthly is charged to adults placed on probation after a conviction of a felony or misdemeanor. These fees are mandatory for felony cases but optional for misdemeanors
- In felony cases, an administrative fee of \$100 plus an initial probation user's fee of no less than \$25 and no more than \$100 must be paid. The monthly fee is no less than \$15 and no more than \$30 for each month the person remains on probation

LINE 18 – ADULT PROBATION USER AND ADMINISTRATION FEES CONT.

- In misdemeanor cases, an administrative fee of \$50 plus an initial probation user's fee of no more than \$50. The monthly fee is at least \$10 but no more than \$20 for each month the person remains on probation
- The fees are deposited in the county or local supplemental Adult Probation Services Fund for probation services

LINE 18 – ADULT PROBATION USER AND ADMINISTRATION FEES CONT.

- The clerk collecting these fees may keep up to 3% of the fee to defray administrative costs. This fee is deposited in the Clerk's Record Perpetuation Fund
 - The \$75 IntraState Probation Transfer Fee is reported on line 46



LINE 19 – JUVENILE PROBATION USER FEE

- A court may order a juvenile placed on supervision and/or the parent of the juvenile to pay an initial user fee from \$25 to \$100 and a monthly user fee from \$10 to \$25. If a delinquent child is supervised, the admin. fee is \$100, which is collected before the other probation user fees
- These fees are reported in the county level column and deposited in the supplemental Juvenile Probation Services Fund

LINE 19 – JUVENILE PROBATION USER FEE CONT.

- **The clerk may keep up to 3% to defray administrative costs. (deposited in the Clerk's Record Perpetuation Fund)**
 - A court may order a person to pay probation user fees that exceed the statutory maximums if that person was placed on probation in another state and moved or transferred to Indiana; the other state allows a higher probation user's fee than Indiana, and the probation user's fees the Indiana Court orders the person to pay does not exceed the maximum amount allowed in the other state

LINE 20 – DEPOSITS TO SUPPLEMENTAL PUBLIC DEFENDER FUND

- Four statutes address when a defendant may be ordered to reimburse the county for counsel provided at public expense
- All four statutes require the clerk to report the money in the county or local level column and deposit all monies in the county's supplemental Public Defender Fund

LINE 21 – CIVIL ACTION SERVICE FEE

- This \$10 fee is charged for all additional defendants after the first one is named either by the plaintiff or the defendant who files a cross complaint
- Depending on the court collecting, the fee is reported in the county or local level column for deposit in the relevant general fund

LINE 22 – SMALL CLAIMS SERVICE FEE

- This \$10 fee is charged for all additional defendants after the first one is named including those added after the time of filing
- The fee is reported in the county level column for deposit in the relevant general fund

LINE 23 – ADDITIONAL GARNISHEE DEFENDANTS SERVICE FEE

- The Plaintiff or other party in a civil or small claims action pays \$10 per garnishee defendant after the first three named garnishee defendants. Garnishees include banks, employers, or others that control the defendant's money
- Depending on the court collecting, the fee is reported in the county or local level column for deposit in the relevant general fund

LINE 24 – HIGHWAY WORK ZONE FEE

- The clerk must collect a \$.50 highway work zone fee in each traffic offense. If the judge also orders the clerk to collect for exceeding a worksite speed limit or failure to merge in the work zone, the fee is \$25.50
- The fee is reported in the state level column for deposit in the User Fee Fund

LINE 25 – WORKSITE SPEED LIMIT JUDGMENTS

- The Indiana Dept. of Transportation, Indiana Finance Authority or local authority may establish temporary maximum speed limits in their jurisdiction in the vicinity of a worksite. Judgments range from \$300 to \$1,000 depending on whether the person charged has committed prior infractions of violating a speed limit within the previous three years
- Funds collected will be reported in the state level column for transfer to the Indiana Dept. of Transportation

LINE 26 – SAFE SCHOOL FEE

- Conviction of an offense in which the possession or use of a firearm was an element, the court must assess a fee of at least \$200 but not exceeding \$1,000 based on the defendant's ability to pay
- The fee is reported in the state level column for deposit in the User Fee Fund

LINE 27 – AUTOMATED RECORD - KEEPING FEE

- This \$7 fee (went from \$5 to 7 July 1, 2013) applies to all cases except in pretrial diversions and deferrals where it remains at \$5
- This fee has three reporting lines depending on whether or not you are an Odyssey user

Odyssey Users

LINE 27 – AUTOMATED RECORD - KEEPING FEE CONT.

- Line 27 A – Report 100% automated record-keeping fees collected in all cases other than deferral and pretrial diversion cases
- These fees are reported in the state level column and will be deposited in the Judicial Technology and Automation Committee Fund
- Line 27 B – Report 100% automated record-keeping fees collected from deferral/diversion programs
- These fees are reported in the state level column and will be deposited in the Homeowner Protection Unit Account
- Line 27 C – Odyssey Users will leave Line C blank

Non Odyssey Users

LINE 27 – AUTOMATED RECORD - KEEPING FEE CONT.

- Line 27 A – Report \$5 of the \$7 automated record-keeping fees collected in all cases other than deferral and pretrial diversion cases
- These fees are reported in the state level column and will be deposited in the Judicial Technology and Automation Committee Fund
- Line 27 B – Report \$5 automated record-keeping fees collected from deferral/diversion programs
- These fees are reported in the state level column and will be deposited in the Homeowner Protection Unit Account
- Line 27 C – Report \$2 of the \$7 automated record-keeping fees collected in all cases other than deferral and pretrial diversion cases
- This portion is retained by the county for deposit to the Clerk Record Perpetuation Fund

LINE 28 – DNA SAMPLE PROCESSING FEE

- This \$2 fee is assessed to anyone convicted of a felony or misdemeanor, found to have committed an infraction or ordinance violation or required to pay a pre-trial diversion fee
- This fee is reported in the state level column for deposit in the DNA Sample Processing Fund

LINE 29 – SEXUAL ASSAULT VICTIMS ASSISTANCE FEE

- This fee is assessed in convictions of sexual assault crimes. The fee shall be at least \$500 but no more than \$5,000 as of July 1, 2014
- The fee is reported in the state level column for deposit in the Sexual Assault Victims Assistance Account

LINE 30 – SUPPORT FEE

- A \$55 yearly fee is charged in cases requiring someone to pay support or maintenance payments through the clerk of the court or state central collection unit
- The fee is reported in the county level column if collected by the county clerk, or the state level column if collected by the state central collection unit

LINE 31 – GUARDIAN *AD LITEM* OR SPECIAL ADVOCATE FEE

- The Juvenile division of the trial court may order the parent or estate of a child for whom a guardian *ad Litem* or special advocate is appointed to pay up to \$100 for the service
- The fee is reported in the county level column for deposit in the GAL/CASA Fund. The county fiscal body uses the money when providing these services

LINE 32 – ALTERNATIVE DISPUTE RESOLUTION FEE (ADR)

- This \$20 fee only applies to counties with an approved ADR plan. The fee is collected from the party filing a petition for legal separation, paternity, or dissolution
- This fee is reported in the county level column for deposit into the Alternative Dispute Resolution Fund

LINE 33 – CIVIL PENALTIES FOR LOCAL INFRACTION OR ORDINANCE VIOLATIONS

- This line is for monies collected as judgments for local ordinance violations
- These funds are reported in the county or local level column based on whether the ordinance is countywide or a city/town ordinance for deposit in the general fund

LINE 34 – BOND ADMINISTRATION FEE

- When a defendant executes a cash bail bond with the clerk, 10% or \$50, whichever is less, may be retained as the administrative fee regardless of the disposition of the case
- The fee is reported in the county or local level column depending on the collecting court

LINE 35 – LATE SURRENDER FEE

- When a bonded defendant fails to appear, a late surrender fee based on a percent of the value of the bond is assessed against the bondsman
- 50% of this fee is reported in the local level column for deposit in the Police Pension Trust Fund and 50% is reported in the county level column for deposit in the county Extradition Fund

LINE 36 – LATE PAYMENT FEE

- This \$25 fee is imposed if the convicted defendant fails to pay the costs, fines or civil penalties by the deadline set by the court
- This fee is reported in the county or local level column depending on the collecting court for deposit in the Clerk's Record Perpetuation Fund

LINE 37 – DOCUMENT FEE

- A \$1 to \$3 fee per page is collected by the clerk for copying, preparing and certifying documents or transcripts
- This fee is reported in the county or local level column depending on the collecting court for deposit to the relevant general fund
 - Counties that charge a fax fee record the amount on this line as well

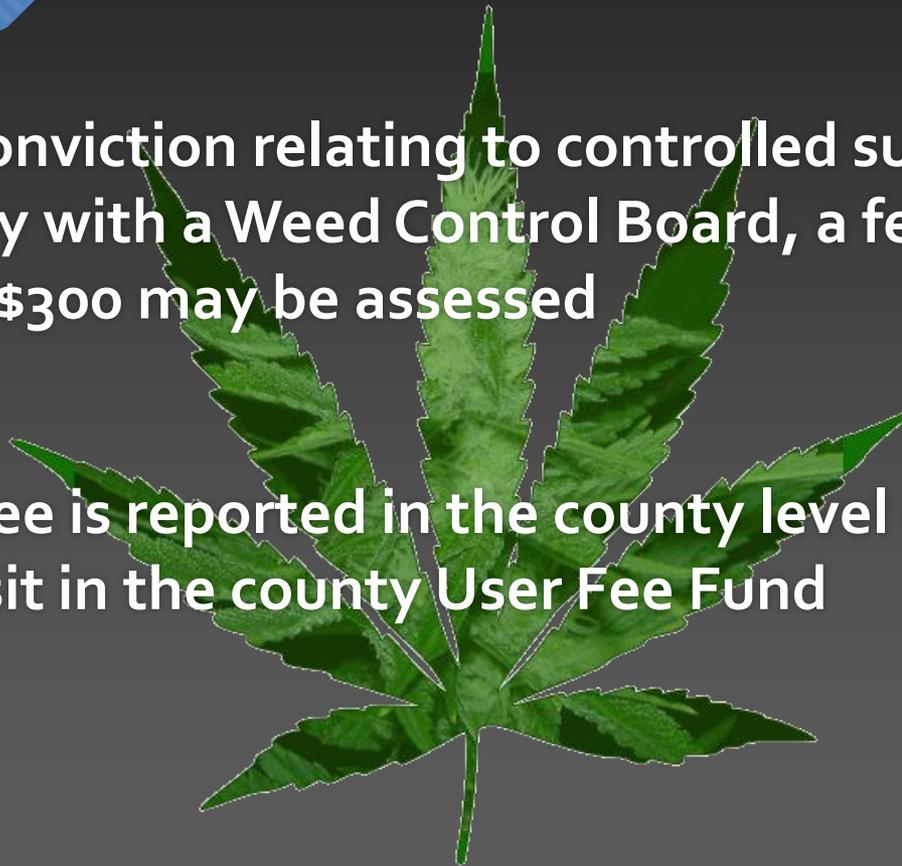
LINE 38 – DOCUMENT STORAGE FEE

- The clerk collects \$2 in all cases for maintenance of court records
- This fee is reported in the county or local level column depending on the collecting court for deposit in the Clerk's Record Perpetuation Fund



LINE 39 – MARIJUANA ERADICATION PROGRAM FEE

- In a conviction relating to controlled substances in a county with a Weed Control Board, a fee of no more than \$300 may be assessed
- The Fee is reported in the county level column for deposit in the county User Fee Fund



LINE 40 – JURY FEE

- A \$2 fee is assessed in the conviction of a crime, infraction, or ordinance violation
- This fee is reported in the county level column for deposit in the User Fee Fund
 - If the clerk certifies to a county fiscal body the amount of fees collected, the county fiscal body will direct the auditor to transfer the amount to the Jury Pay Fund

LINE 41 – ALCOHOL AND DRUG SERVICES FEE

- This fee, set by schedule and not to exceed \$400, may be collected for criminal, infraction, and ordinance violations if your county has an established alcohol and drug services program
- Depending on the court collecting, this fee is reported in the county or local level column for deposit in the relevant User Fee Fund

LINE 42 – LAW ENFORCEMENT CONTINUING EDUCATION PROGRAM FEE

- A \$4 fee charged in each criminal, infraction, and ordinance violation conviction
- Depending on the collecting court, this fee is reported in the county or local level column for deposit in the relevant User Fee Fund

LINE 43 – SPECIAL DEATH BENEFITS FEE

- \$5 of each bail collection is sent to county auditor for deposit in the Special Death Benefit Fund by the trustees of the public employees' retirement fund
 - This fee is in addition to the bond administrative fee
- Fee is reported in the state level column

LINE 44 – INTEREST ON INVESTMENTS

- Report on this line income generated through investments of various funds' monies
- Depending on the court, the interest is reported in the state, county or local level column and deposited into the fund that generated the income

LINE 45 – MORTGAGE FORECLOSURE FEE

- Any mortgage foreclosure action filed after May 10, 2013 and before January 1, 2015, will be assessed an additional \$50
- This fee is reported in the state level column and deposited in the Home Ownership Education Account

LINE 46 – INTRASTATE PROBATION TRANSFER FEE

- A \$75 fee is assessed to a probationer who applies to have supervision transferred from one county to another within the state of Indiana. This fee is paid to the receiving court
 - The receiving court may waive this fee if the offender is indigent
- The fee is reported in the county or local level column depending on the collecting court and deposited in the supplemental Adult Probation Services Fund

LINE 47 – YOUTH TOBACCO CIVIL PENALTY

- Since 2010, the Youth Tobacco Penalty has been reported separately on this line
- These monies are reported in the state level column for deposit in the Richard D. Doyle Youth Tobacco Education and Enforcement Fund

LINE 48 - OTHER

- Fees collected but not listed in any line item are reported here – i.e. child restraint fees and first offender fee
 - Interstate Probation Transfer fee of \$125 should not be reported on this line because the probation department collects this fee
- Combine all monies for each column and indicate in the text box all sources

ADDITIONAL INFORMATION

○ What is not reported on the Revenue Report:

- Community Correction Program Fees
- Marriage License Fees
- Trust Fund Collections
- Emergency Medical Services Restitution Fee
- Interstate Probation Transfer Fee

ADDITIONAL INFORMATION

- ICOR will automatically total each column. Please check the totals to make sure they match what you have on the worksheet. You can then submit this report
- Whew... it's over



ADDITIONAL INFORMATION

○ CONTACTS

- Jeff Wiese – jeffrey.wiese@courts.in.gov
- Angie James – angela.james@courts.in.gov
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