

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 55  
(Amended Effective August 19, 2005)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff & Court Analysts
All Judges	Central Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
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SUBJECT: Accepting Payment of Fines, Police Training Surcharges and Restitution In Cases Filed at Other Courts

I. Definitions. For purposes of this Bulletin,

A. The term "original court" means the court in which a case is filed.

B. The term "second court" means all other courts.

Note: Following a change of venue, the court to which venue is moved is considered the original court.

II. Fines and Police Training Surcharges.

A. Fines and Surcharges That Have Been Transferred for Collection.

If an unpaid fine or surcharge has been transferred to a state or municipal collections office for collection, the court must *not* accept payment of the fine or surcharge. The court must direct any person attempting to pay the fine or surcharge to make the payment directly to the collections office. The court should provide information about how to do this. See Bulletin 43 on collection procedures.

B. Fines and Surcharges That Have Not Been Transferred for Collection.

1. All Non-CourtView Courts.

In courts that are *not* using the CourtView case management system, fines and surcharges in criminal and minor offense cases must be paid directly to the original court. Courts should direct defendants to deliver or mail payments to the original court and may give defendants pre-addressed envelopes in which to mail payments.

However, under extenuating circumstances, a clerk may accept a payment for a case filed at another court. The clerk must contact the original court before accepting the payment. The payment must be deposited in the trust account and forwarded to the original court.

2. CourtView Courts.

The following policies apply only if both the original court and the second court are using the CourtView case management system. If only one court is a CourtView court, the procedure described above for non-CourtView courts must be followed.

a. Criminal Fines and Surcharges

Any CourtView court can accept payment of a criminal fine and surcharge in a case filed in another CourtView court as long as the fine and surcharge have *not* been transferred for collection.

If the fine and surcharge have not been docketed, the clerk at the second court must contact the original court to verify the actual amounts due. Either the second court or the original court must docket the fine and surcharge for the full amounts due. If any of the fine or surcharge has been suspended or a credit applied, the appropriate cost dismissals must also be entered.

b. Minor Offense Fines and Surcharges

Any CourtView court can accept payment of a minor offense fine and surcharge for a citation filed in another CourtView court as long as the citation has been entered into CourtView and the fine and surcharge have *not* been transferred for collection.

If a defendant enters a no contest or guilty plea at the second court, the clerk at the second court must also enter the disposition of the case in CourtView whether or not the defendant pays the fine and surcharge at the second court. If necessary, the clerk at the second court must docket the fine and surcharge.

If the case has not been entered in CourtView, the second court must tell the defendant to contact the original court for further instructions.

### III. Restitution.

Any court can accept restitution payments for a case filed in another court at any time, including after the restitution has been transferred to the Department of Law for collection.

#### 1. Non-CourtView Courts

If either of the courts is not using the CourtView system, the second court must do the following:

- a. Receipt the money into the Trust Account.
- b. Contact the original court to
  - (1) quash any warrant issued to enforce the restitution, and
  - (2) determine whether the restitution payment is to be forwarded to the Department of Law Collections Unit<sup>1</sup> or to the original court.<sup>2</sup>

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<sup>1</sup> AS 12.55.045(m) requires courts to forward restitution payments to the Department of Law within five days after the court accepts the payment if the restitution judgment was sent to the Department of Law as required by AS 12.55.051(f) and not returned.

<sup>2</sup> The payment may be sent to the original court if the restitution judgment has not yet been sent to the Department of Law or has been returned because the recipient declined the services of the Department of Law under AS 12.55.051(g).

2. CourtView Courts

If the original and second courts are both CourtView courts, then the second court must do the following:

- a. Receipt the money into the Trust Account.
- b. Determine if there is an outstanding warrant for failure to pay the restitution. If so, contact the original court to quash the warrant.

On a daily basis, the original court must run an Out-of-Town Payments Report to identify restitution payments made at other courts. The original court must then determine where to send the money.

Date: \_\_\_\_\_  
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Stephanie J. Cole  
Administrative Director

Original bulletin was issued October 14, 1991. It was amended effective December 29, 1993.