

**Department New Request Form
Fiscal Year 2021**

Program	Central Services	Title of New Request:	Rank: 3
Department	Municipal Court	Municipal Court Accounts Receivable Collection Agency data exchange development	
Request Category	New		
Request Rating	Urgent		
Department Goal	Increase collection of fines/fees ordered		

1. How will request assist in achieving Department Goal and benefit the customer? n g Department Goal

The FullCourt Enterprise Standard Collections module was designed to assist courts with fine/fee collections through an interface to gov't and private collection agencies. The provision of accurate financial information from the court database assures more readily-usable data by third party vendors. With both the export of this data to and the receipt of up-to-date payment history from, third party vendors are automated and reduce court staff workload and increase the court's ability to collect fines and fees ordered. Court can readily maintain important case information with a minimal expenditure of resources and, at the same time, increase the effectiveness of collection efforts and reduction of accounts receivable. Municipal Court leadership has made the decision to issue an RFP in order to being turned unpaid cases over to collections due to the 2018 Montana Legislature implementing legislation making it illegal for a to use the historical practice of driver license suspension to collect ordered and unpaid fines and fees for offenses written

2. What specifically is needed to achieve this goal?

Court Administration will issue an RFP to select a collection agency. After selection of the collection agency, the court will request and sign a Request for Services with collection agency to remotely create, setup and test the collection agency module interface. Court Administration will request and sign a Request for Services with Ontario Systems/JSI for the purpose of acquiring the services set forth in the agreement to address the existing application enhancement. Court Administration will work to facilitate the project through to completion between the two software vendor IT departments.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2021 Unfunded	FY 2021 Funded	Proposed FY 2022 Ongoing
Ongoing Expenses								
1000.230.410360.350	Ontario Systems/JSI recurring annual maintenance fee	1	800		800	800		
					-	-		
					-	-		
One-time Expenses								
1000.230.419000.350	Ontario Systems existing application enhancement data exchange development	1	6000	6,000		6,000		
1000.230.419000.350	Future collectionagency vendor data exchange development, setup and testing	1	4000	4,000		4,000		
Expense Sub-Total				10,000	800	10,800		

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.311000.000	Fund Balance	10,000	800
Revenue Sub-Total		10,000	800

Net Cost of Impact for New Program 10,800

4. What sort of data will be used to report results and outcomes of request and how will it be reported?

Monthly reports for fines and fees collected will be pulled from FullCourt Enterprise software and compared to a specific look-back period to compare fine and fee collection data.